

Racquet Club Registration

FALL 2010 • RACQUET CLUB REGISTRATION FORM

YOU ARE REGISTERED UNLESS NOTIFIED OTHERWISE.

Part 1 Household Information

Last Name _____ Adult First Name _____
 Address _____
 City _____ State _____ Zip _____
 Home Number _____ Cell Phone _____
 Email _____

Part 2 Program Registration

CODE	PROGRAM NAME	PARTICIPANTS FIRST NAME	GENDER	BIRTH DATE MM/DD/YY	FEE



Please indicate if the participant has any special needs that require a one on one aide to be present: _____

**Any requests for an aide needs to be made 7 days prior to the program beginning. All reasonable attempts will be made to fulfill all the requests.*

TOTAL REMITTANCE \$ _____

Part 3 Payment Information

CREDIT CARD ACCOUNT NUMBER *(This section must be completed when paying by VISA or MASTERCARD).*

Circle One:   _____ Exp. Date _____

Name of Cardholder _____

Authorized Signature _____ Charge Amount\$ _____
(Must have signature to be processed).

MY CHECK IS ENCLOSED. Please make checks payable to the Oak Brook Park District. *A \$25 fee will be charged for all returned checks.*

Part 4 Sign the Registration Waiver

I have read the program waiver stated on the back and understand that my signature is required in order to participate in any program.

Participant/Parent/Guardian Signature _____

Date _____

Signature MUST be included for Registration Form to be processed.

Part 5 Return your form to the Park District

OAK BROOK PARK DISTRICT

Racquet Club Registration

1300 Forest Gate Road

Oak Brook, IL 60523

Phone (630) 990-4660

Fax (630) 990-4818

FOR OFFICE USE ONLY:

Receipt #: _____ Amount Paid: _____

Date: _____ Staff: _____

Registration Information

REGISTRATION INFORMATION - 4 Easy Ways to Register!

Sorry, no telephone registration is accepted. The waiver on all registration forms must be properly signed to be processed. If the registration form is not signed, it will be returned to the individual, unprocessed, to be signed.

DROP-OFF/ WALK-IN

Drop off a completed registration form with payment (*cash, check, money order, VISA or MASTERCARD accepted*) directly to:

**Oak Brook Park District
Racquet Club**
1300 Forest Gate Road
Oak Brook, IL 60523



MAIL-IN

Send your completed registration form and payment (*check, money order, VISA or MASTERCARD only; no cash accepted*) to:

**Oak Brook Park District
Racquet Club**
1300 Forest Gate Road
Oak Brook, IL 60523



FAX

Fax your completed registration form and credit card payment information (*VISA or MASTERCARD only; no other form of payment will be accepted*) to:

Racquet Club:
(630) 990-4818



ONLINE

Visit www.obparks.org to register online.



**SORRY...
NO TELEPHONE
REGISTRATION
IS ACCEPTED.**

GENERAL INFORMATION

- Carefully complete the registration form attached. Enter the number on the left-hand column of the registration form. (*Example of code number: 440R 60*) Please print and make sure all information is correct.
- THE WAIVER FORM MUST BE SIGNED FOR THE REGISTRATION FORM TO BE PROCESSED.**
- Add up the fees and write the total amount in the appropriate space. Checks or money orders may be made payable to the Oak Brook Park District Racquet Club. Please include your telephone number on your check.
- YOU ARE REGISTERED UNLESS WE INFORM YOU OTHERWISE.**
- Program registration is monitored throughout the season, and programs will be cancelled if there is insufficient enrollment at least two days prior to the start date. The Oak Brook Park District Racquet Club maintains the right to open and close classes at its discretion.
- If you register for a class but cannot attend, please notify the Oak Brook Park District Racquet Club at (630) 990-4660, as soon as possible to cancel your registration. Other patrons are waiting to participate.
- If a program reaches its maximum in enrollment, the class will be "closed." A waiting list is then started for those still interested in registering for the program. When and if an opening occurs in the program, the first person on the waiting list will be contacted. We will continue down the list, as more vacancies become available. Do not include payment with your registration form if you are put on a waiting list. The registration fee will be collected if you are able to participate.
- If a participant registers for a program, drops out of that program, and it has waiting list, the participant cannot give their spot to a friend. The Oak Brook Park District Racquet Club reserves the right to assign participants to the program in the order they are listed on the Racquet Club's waiting list.
- The Racquet Club is not responsible for any omissions or typographical errors.
- The Oak Brook Park District Racquet Club does not carry accident or hospitalization insurance on any program participant. It is recommended that participants review their own personal insurance policy for adequate coverage during all program activities.

REGISTRATION PROCEDURE

Beginning Monday, August 9, 2010 all resident registration forms received via drop-off, mail, fax, or online will be drawn and processed at random. Non-resident registration forms will be processed in the same manner beginning Monday, August 24, 2010. Thereafter, each day's mail will be drawn and processed at random.

Proof of residency may be requested. Items listed will be accepted.

- Most recent real estate tax bill
- Drivers license
- Lease agreement for currently occupied residence with building owner's certification of the names and birthdates of your resident children (*required by Oak Brook Village Code*)
- Closing statement from the purchase of your home (*which includes the address, as well as buyers' and sellers' signatures*)
- Unpaid utility bill (*payment stub attached*) naming you the responsible person at the Oak Brook address
- Automobile registration and automobile insurance
- All participants must reside in Oak Brook to receive resident rate.
- Corporate Residents must verify employment within Oak Brook area.
- A letter on company letterhead from a human resources representative verifying employment.
- Verification must be provided annually.

CANCELLATION & REFUND POLICY

Refunds of 100% are made, less a \$5 service charge, if you notify the Racquet Club of your cancellation at least two working days prior to the start of a program. A refund of 50% is given if you notify the Racquet Club of your cancellation prior to the second course meeting. No refunds are given after the second course meeting. If you cancel your participation in a program due to medical reasons, a signed physician's authorization is required before a refund will be given. If the Racquet Club must cancel a program prior to the first class meeting, a full refund will be given.

MARK YOUR CALENDAR!

We do not send confirmations. A representative from the Park District will contact you in case there is a waitlist for the program for which you registered. Otherwise, you may assume your registration has been processed as requested.

WAIVER AND RELEASE OF ALL CLAIMS

Please read this form carefully and be aware in registering yourself or your minor child/ward for participation in the above program/programs, you will be waiving and releasing all claims for injuries you or your minor child/ward might sustain arising out of your participation in the program/programs you have registered for.

I recognize and acknowledge that there are certain risks of physical injury to participants in the above program(s) and I agree to assume the full risk of any injuries, damages or loss regardless of severity which I or my minor child/ward may sustain as a result of participating in any and all activities connected with or associated with such program(s).

I agree to waive and relinquish all claims my minor child/ward or I may have as a result of participating in the program against the District and its officers, agents, servants and employees.

I do hereby fully release and discharge the District and its officers, agents, servants and employees from any and all claims from injuries, damage or loss which I or my minor child/ward may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the activities of the program(s).

I further agree to indemnify and hold harmless and defend the District and its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained by me or my minor child arising out of, connected with, or in any way associated with the activities of the program(s).

In the event of any emergency, I authorize District officials to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for me or my child/ward's immediate care and agree that I will be responsible for payment of any/all medical services rendered.

As a participant in a program or activity of the District (*or as the parent or guardian of a participant*), I hereby grant the District permission to use my or my child's image, video form, or voice in photographs, videotapes, Internet website or other materials prepared or released by the District from time to time, for promotional, safety or instructional purposes. I understand that such materials will be used and shown in whole or in part as the District sees fit. By this permission and release, I hereby release and discharge the District, its officers, employees and agents from any and all claims or actions resulting from the use of such materials by the District.

When registering by fax or online at the Oak Brook Park District, it is mutually understood that the facsimile registration document (*including the Waiver and Release of All Claims*) shall substitute for and have the same legal effect as the original form.

I have read and fully understand the above Program Details, Waiver and Release of All Claims and Permission to Secure Treatment.

The Oak Brook Park District Racquet Club does not carry accident or hospitalization insurance on any program participant. It is recommended that participants review their own personal insurance policy for adequate coverage during all program activities.