

BURBANK PARK DISTRICT PROGRAM REGISTRATION

Last Name _____ (Adult) First Name _____
 Address _____ City _____ State _____ Zip _____
 Home Phone _____ Work/Emergency Phone _____
 Email Address _____ Check if moved in past 2 years

Participant's First & Last Name	Birth Date	Age /Grade	Program Name	Class Code #	Fee
Total Fees					

PERSONS WITH DISABILITIES: The Park District makes reasonable accommodations for persons with disabilities to participate. Please specify any adaptive equipment, personnel or other accommodations you need to participate in a program for which you have registered.

Please read this form carefully and be aware that in signing up and participating in Burbank Park District programs, you will be waiving and releasing all claims for injuries, arising out of these programs, that you or the other named participants might sustain. The terms "I", "Me", and "My" also refer to parents or guardians as well as participants in the programs. In registering for these programs, you are agreeing as follows:

Waiver and Release for participants or/by parent

"As a participant in the program, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including death, damages or loss which I may sustain as a result of participating in any and all activities connected with or associated with such programs."
 "I agree to waive and relinquish all claims I may have as a result of participating in the program against the Park District and its officers, agents, servants and employees."
 "I do hereby fully release and discharge the Park District and its officers, agents, servants, and employees from any and all claims from injuries, including death, damage, or loss which I may have or which may accrue to me on account of my participation in the program."
 "I further agree to indemnify and hold harmless and defend the Park District and its officers, agents, servants and employees from any and all losses sustained from injuries including, death, damages and losses sustained by me and arising out of, connected with, or in any way associated with the activities of the program."
 I have read and fully understand the above Program Details and Waiver and Release of All Claims.
 (All applications must be signed below)

I have carefully read the insurance liability waiver below and understand that my signature is required below in order for myself or my child/ward to participate in Burbank Park District Programs.

Signature of Participant or Parent/Guardian _____ Date: _____

<p><i>NOTE: Faxed registration must be paid by credit card. When registering by fax, it is mutually understood that the facsimile registration documents (including the waiver & release of all claims) shall substitute for and have the same legal effects as the original form.</i></p> <p>Please indicate your choice of payment:</p> <p><input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover</p>	<p>Card Number <input style="width: 100%;" type="text"/></p> <p>Expiration Date <input style="width: 50%;" type="text"/></p> <p style="text-align: center;">_____ Signature of Credit Card Holder Required for Authorization</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Office Use Only	Prepared by: _____	Date: _____	Amount: _____
-----------------	--------------------	-------------	---------------

4 EASY WAYS TO REGISTER!

Walk In



Visit the Burbank Park District Administrative Office, 8050 S. Newcastle, during regular business hours.

Monday - Friday 9:00 a.m.-5:00 p.m.
Saturday 9:00 a.m.-Noon

Mail In



Complete a registration form and mail the form with payment (**please do not send cash**) to:

Burbank Park District
Attn: Registration
8050 S. Newcastle
Burbank, IL 60459

Drop Off



Drop off a registration form during regular business hours at the Burbank Park District office at 8050 S. Newcastle, Burbank.

Fax to (708) 599-2063



Complete a registration form and fax to (708) 599-2063. Payment is made by credit card only.

Program Registration Begins

Burbank Residents Tuesday, September 2 - 9:00 a.m. - 5:00 p.m.
Non-Residents Monday, September 8 - 9:00 a.m. - 5:00 p.m.

Registration Information

1. Proof of residency will be required during registration for resident rates.
2. Due to the many offerings having limited space, waiting lists will be made to accommodate individuals.
3. Cancellation Policy — The Park District reserves the right to consolidate, postpone, reschedule or cancel any Park District program due to insufficient registration.
4. Refund Policy — If the Park District is forced to cancel a program, a refund will be given. **NO REFUNDS WILL BE GRANTED AFTER THE FIRST CLASS MEETING. NO REFUNDS WILL BE GIVEN FOR TRIPS.** However, the individual may find a substitute. A \$5.00 administration fee will be assessed on voluntary program withdrawal before the first class.
5. NSF Charges — There is a \$25.00 service charge by the Park District on all returned checks. The amount of the check plus the service charge must be paid in **CASH**.
6. Whenever special materials, clothing or supplies are required for a class, do not make your purchases until you have confirmed the class has been filled and will begin as scheduled. You may confirm classes by calling the Park District Office at (708) 599-2070 four days in advance of the first class.
7. The Park District reserves the right to raise fees at anytime during a program if published fees are not meeting the program's costs. We also reserve the right to correct any fees that may have been put in the brochure by error.
8. Due to earlier starting dates on some programs listed, there will be a special registration to accommodate them.

*To check on programs, staff, commissioners, park facilities and other information, visit our website at www.burbankparkdistrict.org or contact our Program Hotline number at 708-802-2441.

Registration with Credit Card Payment

As you will see on the enclosed registration form, Visa and MasterCard are accepted for registration for recreation programs. The Park District staff has added credit card registration to provide another option for you to register. Credit cards can be utilized for mail-in, drop-off and walk-in registration, as well as faxed registration. Please read the following guidelines carefully before paying with a credit card so the Park District can continue to provide excellent service.

1. Completely fill out the registration form including all information in the credit card box. Forms will not be processed unless all items are completed.
2. Aside from the waiver signature, a second signature is also required when paying by credit card. This signature authorizes the Burbank Park District to utilize your card information. Please be sure to provide your signature with the card information.

3. Faxed registration forms need to be completed in a dark pen to ensure a clear transmission. Please print clearly.
4. All faxed registrations will be registered in conjunction with other registrations received at the Park District office.

Mark Your Calendar!

We DO NOT send registration confirmations via email or regular postal mail. A representative from the Park District will contact you if there is a waitlist for the program for which you registered. Otherwise, you may assume your registration has been processed as requested. You can confirm your registration by calling the administration office at (708) 599-2070.