



Registration Information

We Create Community Through People, Parks and Programs.

3 Ways to Register!

1. Please use the Registration Form on the following page, or a reasonable copy. Payment in full must accompany the form. **No mail registration accepted for athletic leagues or camp programs.** We are not liable for lost mail. Please mail completed form and payment to:

Registration
Southfield Parks & Recreation
Dept.
26000 Evergreen Road
P.O. Box 2055
Southfield, MI 48037-2055

2. Fax-in registrations are accepted by sending completed form, along with your VISA/MasterCard information, to (248) 796-4605. **No fax-in registration accepted for athletic leagues or camp programs.**

3. Walk-in registrations are usually accepted at the facility where the program is taking place, during regular office hours of the facility. In some cases, registration is only accepted at the site offering the program or at a specific other facility (not always the site where the program takes place). Please check class descriptions carefully for these exceptions.

Payment Options

- Cash, personal checks, money orders and VISA/MasterCard are accepted for walk-in registration.*
- Course fees are payable in full at the time of registration.
- *Payment of all camp program charges must be made by cash or charge (VISA or MasterCard). We no longer accept personal checks, money orders, traveler's checks or cashier's checks for camp program charges.
- All checks should be made payable to Southfield Parks & Recreation. Please include your driver's license number on all checks.
- The \$35 fee assessed on all returned checks must be paid in cash only.
- YOU MUST REGISTER PRIOR TO THE START OF THE PROGRAM. Instructors are not equipped to take registrations.
- Registration form must include a signed Liability Waiver. Parents/guardians must sign for their children; adults must sign for themselves.
- Proof of residency, or a Business Leisure Card, must be presented when registering to avoid paying the Non-Resident Fee.
- Classes are filled on a first-come, first-served basis.

Refund Policy

- A full refund/transfer is given if your class/activity is canceled by Southfield Parks & Recreation, or if we cannot register you because the program is full.
- Refund requests must be made in person, with your original receipt, at the place of registration.
- Requests for refunds received BEFORE the class/activity begins are subject to a \$5 Service Fee. Refund requests received AFTER (the date on which you make your request determines the amount of your refund) the class/activity has begun are subject to a \$5 Service Fee PLUS cost of classes already held.
- No refunds will be granted after the second meeting of the class.
- No refunds will be given after the activity has taken place.
- No refunds will be accepted for 1- to 4-day workshops once the program has begun.
- Please allow four (4) weeks for refunds to be processed.
- If you miss any portion of a class or event due to vacation, schedule conflict or other non-emergency situation, you are ineligible to receive a pro-rated refund.

Registration Form



We Create Community Through People, Parks and Programs.

Please read the Registration Information on the previous page carefully and thoroughly before completing this form. You **MUST** include your driver's license number on the information below.

This form is not valid for athletic league or camp program registrations.

Family Last Name _____

Address _____

City _____ Zip _____

Home Phone _____ Day Phone _____

Emergency Contact (Name & Phone) _____

Driver's License # _____ Birthdate _____

VISA/MasterCard # _____ Exp. Date _____

To receive information about upcoming events, or class changes, please include your email address. _____

| Participant's Name | Birthdate | Activity Name | Activity Date(s) | Time | Fee |
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Liability Waiver:

By registering for Parks & Recreation classes and programs, the registrant realizes and understands the inherent risks involved in the programs and appreciates the nature of the risks. The applicant holds the City of Southfield, and the Parks & Recreation Department harmless for any damages caused by participation in these programs. Participants registering for activities of a strenuous nature are encouraged to seek a physician's approval.

Signature _____ Date _____

Attention Non-Residents

There is an additional Non-Resident Fee that applies to all programs. The fees are as follows:

- Programs under \$40 \$10 Non-Resident Fee (unless otherwise noted)
- Programs \$40-\$99 \$15 Non-Resident Fee
- Programs \$100+ \$20 Non-Resident Fee (unless otherwise noted)

Senior Discount

There is a 10% discount on all Parks & Recreation classes for all individuals age 55 and older. This discount does not apply to any 1- to 4-day workshops offered. Please check class descriptions carefully to see if the discount applies.