

Registration Information

4 Ways to Register!

Walk-In

Parks & Recreation Information Desk

26000 Evergreen Road
Monday-Friday 8 am-7 pm
Saturday 9 am-2 pm

Beech Woods Recreation Center

22200 Beech Road
Monday-Friday 9 am-7 pm Saturday 9 am-2 pm

**No Mail or Fax registrations accepted for athletic leagues or camp programs.*

Please use the Registration Form on the following page, or a reasonable copy. Payment in full must accompany the form.

Fax

(248) 796-4605

Mail

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

Refund Policy

- A full refund/transfer is given if your class or 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.
- No refunds will be granted after the second meeting of the class.
- No refunds will be given after the activity has taken place.
- Requests for refunds received BEFORE the class/activity begins are subject to a \$5 Service Fee. Refund requests received AFTER the class/activity has begun are subject to a \$5 Service Fee PLUS cost of classes already held (the date on which you make your request determines the amount of your refund).
- Please allow four (4) weeks for refunds on cash transactions to be processed or 3 to 5 days for credit card transaction refunds.
- 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.

Online

We are excited to offer a new on-line registration system for our residents and customers. To get started, one adult member of the family must request a private on line account. It's easy, just follow these step-by-step instructions.

1. Go to www.apm.activecommunities.com/SouthfieldParks
2. Request a new on line account
3. Enter your account information, including your email address.
4. Select a private Login Name and Password
5. Type a Question and Answer that you will remember (keep this information private).
6. Hit the "Submit" button

Your request can take up to 24 hours to process. Once your on line account is active, you can add family members, view your account details, register for classes, view facility spaces available for rent, renew or purchase memberships or passes, print receipts, receive email updates and much more!

Effective January 1, 2019

Southfield Parks & Recreation will no longer accept personal checks as payment for any class, program, special event or room/site rental.

Payment Options

- YOU MUST REGISTER PRIOR TO THE START OF THE PROGRAM. Instructors are not equipped to take registrations.
- Cash, money orders and VISA, American Express, Master Card or Discover are accepted for walk-in registration.*
- Effective January 1, 2019 we no longer accept personal checks as payment for any class, program, special event or room/site rental.
- Course fees are payable in full at the time of registration.
- 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.

Questions? (248) 796-4620

www.cityofsouthfield.com