

Registration Information



Registration Dates

Please see box below regarding the lottery and other important information before registering!

Resident Lottery Registration

begins as soon as you receive your brochure.

Lottery Entry Deadline

is noon on Thursday, December 17, 2009.

Non-resident Registration

begins Monday, December 21, 2009.

The same dates for lottery and non-resident registration apply whether you submit your registration via mail-in, fax, telephone, walk in or through our website.

Online registration for most programs closes two business days prior to the start date of the program. Once this option has closed, you must choose an alternate form of registration.

LOTTERY!

All programs listed in this brochure except those which require in-person registration or are otherwise indicated are lottery programs (these programs are noted as non-lottery either in their description or, if multiple programs on one page are non-lottery, it may be noted elsewhere on the page). The Park District lottery system ensures all residents have the same opportunity to be placed in our programs regardless of when they receive the program brochure.

Here is how the lottery works:

- Only Oak Park residents are eligible for the lottery.
- To be eligible for the lottery, program registrations must be received at the Hedges Administrative Center, 218 Madison, by the lottery date
- After all registrations are entered, the computerized "lottery system" randomly selects the maximum participants allotted for each program.
- Lottery results are e-mailed to the main e-mail address registered with your household account. If no e-mail address is on file, a printed receipt will be mailed to your home address using the postal service.
- Resident registrations received after the lottery will be processed as received.
- After the lottery, registration for residents is on a first-come, first served basis.

Ways to Register

For fax, in-person, mail-in or drop off registration, use the form on the next page.



Online with Webby – go to www.oakparkparks.com and click on "Registration" (Visa/Mastercard)



Mail-in to Park District of Oak Park, 218 Madison Street, Oak Park, IL 60302



In-Person at the Hedges Administrative Center (218 Madison Street) M-F, from 8:30am-5pm
OR at Ridgeland Common (415 Lake Street) M- F, 9am-5pm; Sa, 11am-4pm



Drop Off at the Administrative Center mail slot after business hours (218 Madison) and at the Dole Center drop box, 255 Augusta at Cuyler, on the 2nd floor outside the Park District office, M-Th, 8:30am-9pm and F, 8:30am-Noon. **For all drop-off registration, please allow up to 2 business days for processing.**



Fax registration to (708) 383-5702 or (708) 848-9682

Proof of residency will be required for all participants that are not currently in our database. To take advantage of the resident rate(s), you must provide a Driver's License or State ID with your Oak Park address. Call (708) 383-0002 with questions.

- 1 Complete the registration form (available on the next page). Always include a home phone number, and especially if you are registering a child, provide an emergency phone number as well.
- 2 List an alternate choice for programs (not mandatory) on your form in case your first choice is filled.
- 3 Pay the fee for your first choice. You will be refunded/billed the difference if placed in your alternate choice program.
- 4 Payments may be made with cash, check (no second party checks), Visa or Mastercard. If paying with cash, please drop off your registration in person so you will have receipt of your payment.
- 5 Registration deadline and procedures for Preschool/Early Childhood, the Gymnastics Center and other select non-lottery programs can be found on their respective pages in this brochure.
- 6 If both your first and alternate choices are filled, you will be put on a paid wait list for your first choice.
- 7 If your class is cancelled, you will be contacted by phone or e-mail and all fees will be refunded.

We can link registrations!

Do you need siblings to be in different classes that meet at the same time? Do you need everyone in your car pool to get in the same class? Do two friends want to take a class together? We can do all of this by linking your registrations. Contact the main office at (708) 383-0002 to get linked.

Refund Policy

- 1 Unless otherwise noted, refunds must be requested before a program meets for the second time or no refund will be issued. This can now be done by phone!
- 2 Learn to swim and ice-skating lessons require a one-week notice for a refund.
- 3 Refund requests for trips and one-day programs must be received two weeks before the program meets to be eligible for a refund. Refunds within two weeks will be considered only if the vacated spot can be filled by a wait-listed participant.
- 4 A \$3 service fee will be charged for all refund requests unless otherwise stated.
- 5 Refund requests will be processed within 10-15 business days.
- 6 Refunds for program fees paid by credit cards will be issued to the original credit card used.
- 7 **Adult Trips Refund Policy:** If a trip is cancelled by the Park District, a full refund will be issued. Trip refunds require the approval of the Superintendent of Recreation or his/her designee. If your registration can be filled by another patron from a waitlist, your fee will be refunded with only the service fee withheld. Unrecoverable costs (i.e., advance ticket purchases, meal purchases, etc) will be added to the service fee.



Registration Form

LOTTERY DEADLINE: Noon, December 17, 2009

For Lottery information, please see page 77.

Office Use Only

Is this your household's first time registering for a program at the Park District? Yes No Not Sure

Household Last Name: _____ First Name: _____

Street Address: _____ Apt _____ City: _____ Zip: _____

Home Ph: () _____ Work Ph: () _____ Cell Ph: () _____

E-mail Address: _____

Emergency Contact Name & Relationship: _____ Emergency Contact Ph: () _____

Participant Name	Gender	Date of Birth	School Grade	Activity Code #	Program Name	Fee
				First Choice ----- Alternate		
				First Choice ----- Alternate		
				First Choice ----- Alternate		
				First Choice ----- Alternate		
				First Choice ----- Alternate		
				First Choice ----- Alternate		
				First Choice ----- Alternate		

Payment Method: VISA MasterCard Check Cash

Account Number _____

Cardholder Name _____

Expiration Date ____/____/____ Amount of Charge \$ _____

Authorized Signature _____

Check # _____ Check amount: \$ _____ Cash: \$ _____

For insurance purposes, Park District programs and activities require a signed waiver. We will accept photocopies of this sheet!

RELEASE AND HOLD HARMLESS AGREEMENT

Please read this form carefully and be aware that in signing up and participating in this program(s), you will be waiving and releasing all claims for injuries you might sustain arising out of this program (including transportation services, when provided). As a participant in the program(s), I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of injuries, damages or loss which I may sustain as a result of participating in any and all activities with or associated with such program(s). I agree to waive and relinquish all claims I may have as a result of participating in the program(s) against the Park District of Oak Park and its officers, agents, servants, and employees. I do hereby release and discharge the Park District of Oak Park and its officers, agents, servants, and employees from any and all claims from injuries, damage or loss which I may have or which may accrue to me on account of my participation in the program(s). I further agree to indemnify and hold harmless and defend the Park District of Oak Park and its officers, agents, servants, and employees from any and all claims resulting from injuries, damages and losses sustained by me and arising out of, connected with, or in any way associated with the activities of the program(s). I have read and fully understand the above Program Details and Waiver Release of all Claims. Waivers MUST be signed by participant(s)' legal guardian. Facsimile signatures will be considered as original by the District.

Yes, I would like to donate to the Park District of Oak Park Scholarship Fund.
 \$1 \$5 Other (write in amount) _____

Check or Money Order payable to: Park District of Oak Park
 Mail to: Park District of Oak Park, 218 Madison Street, Oak Park, IL 60302 **DO NOT MAIL CASH!**
 Fax to: (708) 383-5702 (Must include credit card information.)

Total _____

In accordance with the Americans with Disabilities Act, describe any accommodation needed for your enjoyment of the programs above:

Name of Participant: _____

Signature(s): _____ Date: _____