Warsaw Parks & Recreation Registration Form

Parent/Adult Name:_____Daytime Phone:_____
Address:_____City:_____State:_____Zip:_____
Alternate Phone:_____Email:_____

☐ Check here to receive occasional emails about upcoming WPRD programs/events.

If Registering Your Child...

Child's Name:_____Date of Birth_____Age:_____
Address:_____City:_____State:_____Zip:_____
Sex: Male / Female (Circle One) Allergies:_____
Special Needs/Medical Information:_____
Emergency Contact Name/Phone Other Than Adult Above:_____

Program Name	Program Date(s)/Time/Session	Program Fee

Total:_____

Refund Policy

All refunds are subject to the Warsaw Parks & Recreation Department ("WPRD") policies and approval, as well as any other local or state procedures necessary to process a refund. If a refund is approved, it may take up to 4-6 weeks to be processed. If approved, the refund will be in the form of a check only, and will be mailed to the recipient at the address provided on the claim form. The City of Warsaw can only issue a refund to the individual who made original payment, no exceptions. WPRD reserves the right to cancel, combine, or divide programs; to change time, date, or location; and to make any changes that may be necessary from time to time in its sole discretion. The WPRD will issue a full refund if the WPRD cancels a program prior to the start of the program, or if any of the aforementioned programming changes are made by WPRD, creating conflict for the registered participant. A prorated refund will be issued if the department cancels a program after the start of the program. Refunds will not be issued for participant cancellations/withdrawals at any time, failure to attend a program, or "no shows". Emergency situations will be considered on a case-by-case basis; additional documentation may be required as evidence of such circumstances and a refund will not be granted without submission of the documentation requested by WPRD.

Waiver and Release of All Claims

All refunds are subject to the Warsaw Parks & Recreation Department ("WPRD") policies and approval, as well as any other local or state procedures necessary to process a refund. If a refund is approved, it may take up to 4-6 weeks to be processed. If approved, the refund will be in the form of a check only, and will be mailed to the recipient at the address provided on the claim form. The City of Warsaw can only issue a refund to the individual who made original payment, no exceptions. WPRD reserves the right to cancel, combine, or divide programs; to change time, date, or location; and to make any changes that may be necessary from time to time in its sole discretion. The WPRD will issue a full refund if the WPRD cancels a program prior to the start of the program, or if any of the aforementioned programming changes are made by WPRD, creating conflict for the registered participant. A prorated refund will be issued if the department cancels a program after the start of the program. Refunds will not be issued for participant cancellations/withdrawals at any time, failure to attend a program, or "no shows". Emergency situations will be considered on a case-by-case basis; additional documentation may be required as evidence of such circumstances and a refund will not be granted without submission of the documentation requested by WPRD.

I agree that I have read, fully understand, and agree to the above Refund Policy and Waiver and Release of All Claims.

_____ _____
Participant (if 18 years of age or older) or Parent/Legal Guardian Signature Date

Payment

Return Registration Form with payment in Cash or Check to:

City of Warsaw Parks & Recreation Department - Attn: Activities, 117 E. Canal Street, Warsaw, IN 46580

--OR-- ☐ Check here to be contacted by our office to pay by Credit Card (MasterCard, Visa, or Discover)

-Please mail, email (parksevents@warsaw.in.gov), or fax (574-372-9555) your form to us first.
-A convenience fee of $1.00 will apply to purchases less than $33.00, 3% for $33.00 or more.