

## REGISTRATION INFORMATION

### Please register EARLY!

Classes are limited and registration is taken first come, first served. If a class does not have sufficient registration by 3 working days prior to the start of the class, the class will be cancelled.

### Residency

Hempfield Parks & Recreation serves the Hempfield Area School District. *Adamsburg, Hunker, Manor, New Stanton, and Youngwood are residents of Boroughs within the Hempfield Area School District*

### Resident Registration

Walk-in registration for Hempfield School District residents begins Tuesday, Jan 3, 2012 (7:30 am to 4:30 pm)

### Non-Residents Registration

Non-Residents may register beginning Tuesday, Jan 10, 2012, space-permitting.

### Complete Registration Form

Fill out registration form completely and accurately. *Persons MUST register PRIOR to participation in ANY program. Registrations and fees cannot be handled at the sites by instructor, coaches, or staff members.*

### Payment Methods

Registration is not accepted without payment of fees. **CASH NO LONGER ACCEPTED-** Make checks payable to: **HEMPFIELD TOWNSHIP**. MasterCard/Discover/Visa credit cards are accepted by mail, in person or by fax by completing the required information on the registration form. Debit cards in person only.

**No phone-in registrations accepted.**

### Class Cancellations

Programs held in Hempfield Area School District facilities are cancelled whenever schools are closed. If schools are closed, classes in the township building will still be held, unless you are notified otherwise.

### Financial Assistance

Reduced and/or waived fees are available for low income families and will be reviewed on an individual basis. Contact the Recreation Office.

### Confirmation

Your receipt is your confirmation. Hempfield Parks & Recreation reserves the right to make any late changes in the program. You will be contacted before the class begins *ONLY* if there is a change or problem.

### Waiting List

If a class is full, you may be placed on a waiting list. You will be notified, if an opening occurs. DO NOT ATTEND the class unless you are notified that you have filled an available space.

### Accessibility

Every reasonable effort will be made to accommodate physically and mentally handicapped individuals. Please call the Recreation Office to request accommodations.

### Refund Policy

Hempfield Parks & Recreation reserves the right to cancel programs due to insufficient registration. A full refund will be issued. No refunds given due to inclement weather unless the class is cancelled and not rescheduled. No refund for sports leagues/programs after drafts or inclement weather

#### Every effort will be made to re-schedule

Upon request, a 90% refund will be issued before the program begins.

Upon request, a 75% refund will be issued between the first and second classes held.

Upon request, a 50% refund will be issued between the second and third classes held

If a refund is applicable, a written explanation from your medical physician must be submitted for refund requested due to illness or injury.

-----  
Upon request, a 90% refund will be issued for field trips and special events before the registration deadline. No refunds will be issued after the registration deadline.

Refund checks are mailed within 2-3 weeks of the request.

### Lost or Stolen Items

Hempfield Parks & Recreation is not responsible for personal items that are lost or stolen during participation in our activities. However, please contact our office concerning lost items as many times they are turned in by others.

# HEMPFIELD PARKS & RECREATION

1132 Woodward Drive, Suite B

Greensburg, PA 15601

Phone: 724-836-7900 - Fax: 724-836-7708

## Registration Form

Please fill out entirely for our records, detach and submit with payment

Phone Registrations No Longer Accepted

**MUST BE PRE-REGISTERED ! REGISTRATIONS NOT ACCEPTED BY INSTRUCTORS !**

Participant Name \_\_\_\_\_ Circle: Resident/ Non-Resident

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work/Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Sex \_\_\_\_\_ Birth Date \_\_\_\_\_

Allergies/Medical Conditions \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Parents Name \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

### Activities

Name of Activity \_\_\_\_\_ Fee \$ \_\_\_\_\_

Location \_\_\_\_\_ Days \_\_\_\_\_ Time \_\_\_\_\_ Dates \_\_\_\_\_

Name of Activity \_\_\_\_\_ Fee \$ \_\_\_\_\_

Location \_\_\_\_\_ Days \_\_\_\_\_ Time \_\_\_\_\_ Dates \_\_\_\_\_

Parent/Guardian/Adult Participant  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### Payment Information

Total Amount Paid \$ \_\_\_\_\_

Please circle one    Check # \_\_\_\_\_    MasterCard    Visa    Discover

Make checks payable to: HEMPFIELD TOWNSHIP

Name on Credit Card \_\_\_\_\_

Card # \_\_\_\_\_ Exp.Date: \_\_\_\_\_ Security #'(back of card) \_\_\_\_\_