

Registration Policies & Procedures



ACCESSIBILITY:

In compliance with the Americans with Disabilities Act (ADA), Hempfield Township Parks & Recreation encourages those with disabilities to participate in its programs. If you have special needs, please call 724-834-7232 at least 2 weeks prior to the program start date.

FACILITY RENTALS:

Hempfield Township Parks & Recreation facilities and parks are available to the public for rental. Rental fees vary depending on the amount of space, equipment, and type of facility needed. For more information on Township facilities, please visit www.hempfieldtwp.com/parks or refer to our Parks & Recreation Rental Guide, available at the main office or the Athletic Complex.

NON-ENDORSEMENT POLICY:

Instructors teaching for Hempfield Township Parks & Recreation are obtained because they have a special skill or expertise that they are willing to share with the community. Although Hempfield Township does not endorse the opinions, philosophies, or business affiliations of the instructors, we strive to provide a quality educational experience for our participants.

PHOTO POLICY:

Hempfield Township staff will periodically take photos of program participants and park visitors. These photos may be used in our publications, including seasonal programming guides, facility brochures, advertisements, through social media, and on our website. If you do not wish to have your photo taken, please notify the photographer at that time.

RESIDENCY FEES (RESIDENT/NON-RESIDENT):

All Hempfield Township Parks & Recreation programs & sports are opened first to residents. Residents are those who live in Hempfield Township. Programs & sports are also offered to non-residents. An additional fee is required for non-residents to participate in all Township programs, activities, and sports. If a program is opened only to Hempfield Township residents, it will be noted on the program description. Fee assistance for programs is available for Hempfield Township residents under 18 years of age. Please let us know if we may serve your family in this way. An application form is available at the main office, Athletic Complex, or on our website.

REGISTRATION:

Walk-in registrants may bring money order, check (made payable to "Hempfield Township"), Visa, MasterCard, Discover, or American Express as payment for registration. Mail-in registrants shall pay the fee by check only. Online registrants may pay the fee with Visa, MasterCard, Discover, or American Express. Full payment must be made at the time of registration. Participants will be charged a \$20.00 fee for returned check. Registrants who make payments with use of credit card or check which are declined will be returned the registration for program or sport; and, said registration shall not be considered. Your early registration makes a difference as all programs have a minimum participant requirement. Registration is accepted on a first come, first serve basis. After a program has reached capacity, names will be placed on a waiting list and priority is given to Hempfield Township residents on the wait list. The Hempfield Township Parks & Recreation department reserves the right to cancel, postpone, or combine programs, or change instructors. If insufficient enrollment causes a program to be canceled, notification will be given and a full refund will be granted. No one can participate in any Hempfield Township Parks & Recreation sponsored sport or program without completing a registration form and paying the registration fee. If an individual attends a practice, event, or program without completing the registration process, they will not be allowed to participate in that sport or program for that session/season.

WEATHER CANCELATION POLICY:

When the Hempfield Area School District is canceled, all activities that occur at school district facilities will be canceled. All other activities will be handled on a case-by-case basis. Please refer to the Program Cancellation page on our website. Every effort will be made to make up the canceled programs.

WITHDRAWAL & REFUND POLICY:

If a program is canceled due to low enrollment, or for any other reason made by the parks & recreation department, you will be contacted and issued a full household credit or refund for the program. A participant wishing to withdraw from a program that has not been canceled by the department must provide a written request at least one week before the scheduled start of the program. If granted, the participant may receive a 100 % credit to be used by any member of the household for future use or request a refund check minus a \$5.00 administrative fee per participant per program. Within the week prior to the scheduled start of a program or after a program starts, refunds/credits will not be given except for verified medical/hardship cases and may be prorated. If a participant misses a class or practice on their own, no refunds will be issued. Special Events, trips, camps, rentals, leagues, and other activities may have different refund policies – please refer to that specific program information.