

Windsor Locks Park and Recreation  
Adult Program Registration

Date _____
Payment:
cash / ch _____
amt _____

*Please complete a separate form for each participant.*

Participant (Please print)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_

Birthdate \_\_\_\_\_ Male / Female  
Basketball Volleyball Aerobics Yoga Martial Arts Other \_\_\_\_\_  
Start Date \_\_\_\_\_ Program Day \_\_\_\_\_ Fee \_\_\_\_\_ Cash / Check Number \_\_\_\_\_

Health and Information

Do you have any known allergies or have any known illnesses or physical limitations? Please describe:

\_\_\_\_\_  
\_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Hospital of Choice \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

I know of no reason(s), other than the information indicated on this form, why I should not participate in prescribed activities except as noted. In the event of a minor incident or injury, I authorize the WLPR staff to administer first aid. In the event of a more serious accidental injury, I authorize WLPR staff to administer CPR, contact emergency personnel and/or accompany me to the hospital listed above.

I also authorize all medical, diagnostic and hospital procedures, which may be performed or prescribed for me by a licensed physician, when deemed immediately advisable by the physician to safeguard my health.

I understand it is my responsibility to provide accident and health insurance coverage for myself and I will be financially responsible for all charges and fees for emergency transportation and/or emergency medical treatment, regardless of whether my medical insurance covers such charges and fees.

I understand that Windsor Locks Park and Recreation is not responsible for personal injuries, damages or losses which might occur. As when involved in any sport activity or program, I understand there are certain inherent risks involved. My signature on this form indicates recognition of risks involved, and consent for participation and agreement to assume all risk of any injury, damage or loss.

X \_\_\_\_\_  
Participant signature

\_\_\_\_\_  
Date

## Windsor Locks Park and Recreation Registration information

### **Registration**

No telephone registrations can be accepted.

Deadline for program registration is one week prior to the start date unless otherwise noted.

If the original program offered should be filled, a waiting list will be started and you will be notified immediately when an opening occurs. Additional sessions will be added if sufficient interest is shown and if space and instructors are available.

Registrations are accepted on a first-come, first-serve basis.

Persons are not considered registered until their fee has been paid.

Receipt of this registration form does not guarantee placement into a program.

### **Refund Policy**

Refunds will be issued if:

- A class is filled

- A class is cancelled by the department due to insufficient enrollment

Refunds must be requested in writing by the participant at least one week prior to the start of the program.

No refunds will be issued after a class has begun.

Refunds may take three to four weeks to process.

Refunds will not be issued for trips, special events, season tickets or passes.

A 10% processing fee will be deducted from all refund requests.

### **Cancellation**

The Windsor Locks Park and Recreation Department reserves the right to cancel any program or activity due to insufficient enrollment. Help us avoid cancellations - register early!

Any program or activity held at Windsor Locks school facility will follow the school holiday and weather cancellation procedure.

Cancellations are posted on the WTIC 1080 am Storm Center as 'Rec Activities'.

### **Non-resident Policy**

For certain programs, out-of-town participants are accepted. Please contact the Park Office for a specific program list.

If out-of-town participants are accepted, Windsor Locks residents are given priority placement in all programs. Out-of-town residents are welcome if space is available at the close of registration.

An additional \$10 fee will be charged for non-residents.

Out-of-town participants should contact the Park Office to be placed on an out-of-town list.

### **Payments**

Payments may be made by cash or by check.

Checks should be made out to "Windsor Locks Park and Rec" and will be deposited the week prior to the start of the program.

Completed forms and payment can be submitted in person at the Park Office during program registration hours, Thursday and Friday from 9:00 am to 12:30 pm. Forms and payments made by check may be mailed to Park Office at 50 Church Street. For certain programs, forms and payment will be collected by the program coordinator. Please contact the Park office for further information.