

# PROGRAM APPLICATION

In order to better serve participants, please check this box to inform us of any special needs, accommodations, severe reactions/allergies, or medical conditions that may impact the participant's enjoyment in the programs. We will then call to discuss appropriate and further actions after your registration is completed.

**PLEASE PRINT ALL INFORMATION ONE PERSON/CLASS PER LINE.** Unless otherwise notified, participants are accepted upon receipt of application and check.

6-Digit Code	Code Letter/s	Day	Activity Name	Registrant's Name	Grade	M/F	Birthdate (Mo/D/Yr)	Fee
							/ /	
1	2nd Choice							
							/ /	
2	2nd Choice							
							/ /	
3	2nd Choice							
							/ /	
4	2nd Choice							

## PARTICIPANT LIABILITY WAIVER AND HOLD HARMLESS AGREEMENT

Please read this carefully and be aware that by registering for and participating in programs or by registering your minor child/ward for participation in programs you will be waiving your rights and/or the right of your minor child/ward to all claims for injuries you or your minor child/ward might sustain arising out of programs and you will be required to indemnify, hold harmless and defend the Village of Western Springs for any claims arising out of participation in Recreation Department programs.

RISK OF INJURY: "As a participant in the programs, or as a parent or legal guardian of a

participant under 18 years of age, I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of injuries, including death, damages, or loss which I may sustain as a result of participating in any and all activities associated with Recreation Department programs."

WAIVER OF INJURY CLAIMS: "I agree to waive and relinquish any and all claims I may have arising out of, connected with, or in any way associated with the activities of the programs."

RELEASE FROM LIABILITY: "I do hereby fully release and discharge the Village of Western

Springs and its officers, agents, and employees from any and all claims from injuries, including death, damage or loss which I or my minor child/ward may have or which may occur on account of participation in the programs.:

INDEMNIFY AND DEFENSE: "I further agree to indemnify, hold harmless and defend the Village of Western Springs and its officers, agents, and employees from any and all claims from injuries, including death, damages, and losses sustained by me or my minor child/ward and arising out of, connected with, or in any way associated with the activities of the programs."

**TOTAL ENCLOSED: \$ \_\_\_\_\_**

In the event of any emergency, I authorize the public entity to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed reasonable and necessary for my minor child's immediate care and agree that I will be responsible for payment of any and all medical services rendered.

I have read and fully understand and agree to the above stated conditions of participation.

Check here if any information has changed

Send receipt via email to save on paper & postage

**Please Print!**

Payer's Name \_\_\_\_\_ E-mail \_\_\_\_\_  
PLEASE PRINT

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_ School \_\_\_\_\_

Home Ph \_\_\_\_\_ Emergency Ph \_\_\_\_\_

**You MUST sign Waiver for application to be processed**

**Payment Method:**

Check  Cash      

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on credit card \_\_\_\_\_

# REGISTRATION POLICIES

**PLEASE READ ALL THE REGISTRATION INFORMATION LISTED.**



It will help registration go SMOOTHLY for all of us.

## REGISTRATION POLICIES

- A Registration Application must be completed for all programs.
- Fees must be paid at time of registration and are listed in the brochure per session unless otherwise stated.
- The Recreation Department reserves the right to correct or modify program information due to errors, omissions or changes. Errors can happen in printing so please check our website for the most current information/corrections/changes before registration.
- Telephone registrations are not accepted.
- Fax registrations are accepted when paid by credit card (Visa/MC only) and \$25.00 minimum. If you choose to fax, we recommend calling the Recreation Office at 708-246-9070 to verify receipt of your fax.
- An assessment will be charged for any rejected credit card payments per Village of WS policy.
- Returned checks will be charged a fee per Village of WS policy.
- Fees listed in the brochure are for Western Springs' residents and grade school students that attend any school in Western Springs or at LaGrange Highlands School, and high school students that attend Lyons Township High School. Resident fees are noted as "R".
- Nonresident fees are 25% more than resident fees unless otherwise stated. NonResident fees are noted as "NR".
- For fee totals over \$200.00, half may be paid at registration and the remainder paid within 30 days.
- Classes falling on Labor Day (Sept 5) and Thanksgiving Holiday (Nov 24 & 25) will not be held or made up unless arranged by the instructor.
- If scheduling permits, canceled dates will be made up but not necessarily on the same day or time.

## MAIL-IN REGISTRATION PROCEDURES

- Complete Registration Program Application on page 30 (or a copy). Write legibly or type in all required information including name, address and phone. Read the waiver and sign the form.
- One (1) family may register per envelope. Do not include Applications from other families.
- Enclose the Application in an envelope. One envelope per family – multiple envelopes with the same Application will be invalid.
- Include credit card information (Visa/MC/Discover with exp date) or a check payable to Western Springs Recreation for the appropriate fees. See Registration Policies for partial payment.
- Incomplete or illegible forms, or incorrect checks may delay the processing of your form.
- Mail or drop off completed forms and check to the -Western Springs Recreation Dept. at 1500 Walker Street, Western Springs, IL 60558
- Early Resident Only Registration - registrations must be received by 4:30 pm. Thursday, August 25. Registrations will be accepted and accumulated as soon as the brochure is mailed.
- To ensure equal opportunity, all registrations received by 4:30 pm on Thursday, August 25 will be pulled in a random order and entered into the computer beginning Friday, August 26. This is a random system and will not follow the order of the postmark or drop off date.
- The Recreation Office will be closed Friday, August 26 for registration processing.
- Resident Only Registration will continue Monday, August 29, 8:30 am to 4:30 pm. Registration will be on a first come, first serve basis, and based on availability of classes.
- Nonresident/Open Registration begins Tuesday, September 6. Nonresident forms can be mailed or dropped off at the Recreation Center, 1500 Walker, prior to September 6. Lottery registration for mail-in forms take place first from 8:30 am to Noon. Walk-in registration begins next, starting at Noon, first come, first serve.
- A receipt confirming enrollment status and fee payment will be mailed or emailed. Any overpayments will be placed as a credit on your recreation Household account.

**CANCELLATION/REFUND POLICY:** A \$5.00 service fee will be charged per family member for all cancellations requested beginning the first day of registration until 4:00 pm the Friday before the start of a session. A prorated percent of the class fee less a \$5.00 service fee and any direct program material costs will be refunded thereafter - unless the program is canceled by the Recreation Department or a physician's excuse is presented. Programs that meet 1, 2 or 3 times only require two business days notification. Refunds can be credited to your Household account, back to the original credit card or a check will be issued. Placing a credit on your recreation Household account will occur within 24 hours. Refund checks will be issued approximately thirty days after notification of cancellation. No refunds for absenteeism.

**PROGRAM CHANGE POLICY:** No fee will be charged to transfer from one recreation program to another until 4:00 pm the Friday before the start of a session. Anytime thereafter, a \$5.00 fee will be charged for any program transfers.

### PROGRAMS FOR YOU

Is there something you've always wanted to learn? Let us know and we'll try to find an instructor. Do you have any skills you could share as an instructor or do you know anyone who might like instructing a class? Again, let us know. This is your Recreation Department.

### HELP WANTED

The Recreation Department periodically has opening for various part-time positions. We offer good starting pay, a relaxed working environment, and a variety of hours to fit your schedule. Interested in Subbing for Instructors? Fill out an application and go through a brief training. Your name will be placed on a list and called on an as needed basis. Apply in person at the WS Rec Center, 1500 Walker St., Western Springs, IL 60558

### FEE ASSISTANCE

If you are aware of any children who are being denied the right to participate in recreation programs due to the fee structure, kindly inform the Recreation Department. Requests will be considered on an individual basis.

### KEEP YOUR PETS OUT OF THE PARKS

Please keep your dogs and other pets out of the parks. The presence of animals makes the maintenance of a clean and healthy environment much more difficult. It also prevents many persons from enjoying the parks.

### INSURANCE

The Village of Western Springs Recreation Department carries no medical insurance and assumes NO liabilities for personal injuries or for loss of personal property while attending recreational activities sponsored by the

Department. A participant's family policy must cover any medical cost incurred.

### GYM AND ROOM USE

Gym and classroom space is available to individuals and groups for special events and birthday parties at both Grand Ave. Community Center and the Recreation Center. Call for available dates and fees.

### BEHAVIOR STANDARDS

The following standards are set to ensure that all participants can have an enjoyable time while participating in the programs and activities listed in this book. It is unacceptable behavior to use profanity or other inappropriate language; to be disrespectful or show non-compliant behavior; to cause intentional damage or defacing of property; to cause continuous disruptive behavior to classes or programs; or to

exhibit any aggressive act (hitting, kicking, biting, etc) which is initiated or in retaliation. Temporary removal or permanent suspension from the program and/or facilities may result if behavior standards are not maintained.

### SPECIAL NEEDS

The Village of Western Springs is committed to accessibility for the disabled individual and strives to provide equal, integrated participation for the individual in all of its programs, activities and services. The Village policy is to reasonably accommodate all qualified disabled program applicants and participants in accordance with the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990. For more information, contact the Recreation Department at 246-9070 or Village Hall at 246-1800.