



# RIM OF THE WORLD RECREATION AND PARK DISTRICT REGISTRATION INFORMATION AND PROCEDURES

## GENERAL INFORMATION

- Except where noted, you must be pre-registered prior to attending your first class.
- Registration will not be taken in classes.
- There will be a \$25.00 service charge for all checks returned from the bank.
- Make checks payable to: **ROWRPD**
- You must bring your receipt to the first class meeting of **each month**.

## WAITING LIST

- Once a class is filled, a waiting list is established.
- If we cannot place you during registration, your name is placed on a waiting list on request.

## CLASS/PROGRAM RECEIPTS

- You must bring your class or program receipt to the first class or program meeting of each month.
- Mail-in registration receipts will be returned in your self-addressed, stamped envelope.
- Applicants who do not include a self-addressed, stamped envelope with their registration form will not be mailed receipts, but may pick them up at the District Office.

## CANCELLATION/REFUNDS

- The Recreation & Park District reserves the right to cancel the program if participation is low and the min. number is not met.
- Full refunds will be processed should a program be cancelled by the Park District.
- There will be no refunds or credits for missed or cancelled classes due to weather, illness, etc.
- You may request a refund minus a \$10.00 service charge prior to the first class meeting.
- All Refunds must be submitted in writing and received before the first class meets.
- Transactions must take place during business hours; Monday - Thursday, 9:00 a.m. - 5:00 p.m. & Friday, 9:00 a.m. - 4:00 p.m.
- After a class or program has started, no refunds are allowed. No transfers are allowed.

## ONLINE REGISTRATION

- Visit our website for convenient online registration at: [www.rim-rec.org](http://www.rim-rec.org)
- Charter School purchase orders are not compatible with the online registration system. All Charter School participants must register by mail or walk-in. Please provide the purchase order number and/or a copy of the purchase order along with signed registration form and waiver.
- All registration and waiver forms must be brought into or mailed to the Recreation & Park District office in Rimforest.

## MAIL-IN REGISTRATION

- Mail-in registration forms are available at the Park District office.
- Mail-in a separate check with a registration and waiver form for each class session or program sign-up.
- Mail in registration form with your check or money order to: Rim of the World Recreation & Park District, P.O. Box 8, Rimforest, CA 92378
- Some programs may be excluded from this registration option. Always read program flyer for registration options.

## WALK-IN REGISTRATION

- Walk in registration will be accepted at the Park District office during business hours.
- Some programs may be excluded from this registration option. Always read program flyer for registration options.

## SPORTS TEAM REGISTRATION

- A parent/guardian will be required to sign a Code of Conduct and Code of Ethics form for each minor enrolled in each individual sport. Each adult who registers for an adult sport will be required to sign a Code of Conduct and Code of ethics form for each individual sport.

## RULES

- A parent or legal guardian must complete registration and waiver form on behalf of minor participants.
- No food or drinks are allowed in Park District facilities by participants or observers.
- Only Bottled water is permitted in Park District facilities.
- Only registered participants may participate in class programs and or use equipment.
- Observers / siblings must be supervised by an adult at all times.
- Participants under the age of 18 must be picked-up from the program within 15 minutes of the class ending.
- Participants can not arrive at the class more than 15 minutes prior to the class start time.
- Parking Notice: We ask that all Rim of the World Recreation and Park District participants **DO NOT** park in the parking spots in front of the Blue Jay Physical Therapy office or where No Parking signs are posted. All participants may park in front of the District Office, across HWY 18 or behind our building off the street. Park at your own risk for all other Park District facilities.