

Registration Information

Registration Begins:

- Resident/ member Mail, Fax, Walk-in, Internet:
Tuesday, Dec. 13, 8:30 a.m.
- Non-resident/ non-member Mail, Fax, Walk-in, Internet:
Tuesday, Dec. 20, 8:30 a.m.

Registration Deadlines:

- The registration deadline for all activities is two weeks prior to the start of the class unless otherwise noted.
- Programs may be canceled if registration is insufficient. If a program is canceled, we will contact you. You may then select an alternate program, request a credit or a refund.
- Late registrations will be accepted if space is available.

Registration Form and Payment:

- Complete the registration form. You may combine recreation activity fees in one check, made payable to the City of Rockville. Note: \$35 returned check charge.
- Visa and MasterCard also are accepted for payment.

Credits and Refunds:

- If staff cancels a class, refunds will automatically be issued.
- A refund or credit can be issued for medical reasons. Requests should be submitted in writing and accompanied by a letter from your physician. The following administrative fees are charged for issuing refunds: programs/classes - \$10; childcare - \$50; senior programs - \$10; sports teams - \$100, individual players - \$10; trips - \$10. No fee will be charged when a family account is credited or if you transfer to another program. Refunds will be prorated if a program has started. Credits will be given for registrations under \$20 (exception: senior programs).
- We are committed to providing quality programs and facilities. If you are unhappy with our services, please contact us. We will suggest another program to try, or if you prefer, will give you a full credit or refund your money. That's our "Customer Satisfaction Guarantee."

Transfers:

- Requests are subject to availability. Requests must be in writing. Registrations cannot be transferred from one registrant to another due to wait lists. A \$25 fee is assessed for child care programs.

Discounts:

- Multiple class discounts may not be combined. One discount will be applied per person/per registration



Printed on recycled paper

Four Easy Ways to Register!



1. Online:

www.rockvillemd.gov/recreation
click on



2. Fax to:

- Rockville City Hall - 240-314-8659
- Rockville Swim and Fitness Center - 240-314-8759
- Rockville Senior Center - 240-314-8809
- Croydon Creek Nature Center - 240-314-8779
- Lincoln Park Com. Center - 240-314-8789
- Thomas Farm Com. Center - 240-314-8849
- Twinbrook Com. Rec. Center - 240-314-8839



3. Mail to:

- Rockville City Hall, Dept. of Rec. and Parks
111 Maryland Avenue 20850
- Rockville Swim and Fitness Center
355 Martins Lane 20850
- Rockville Senior Center
1150 Carnation Drive 20850
- Croydon Creek Nature Center
852 Avery Road 20851
- Lincoln Park Community Center
357 Frederick Avenue 20850
- Thomas Farm Community Center
700 Fallsgrove Drive 20850
- Twinbrook Community Recreation Center
12920 Twinbrook Parkway 20851



4. Walk-In:

- All locations listed above accept walk-ins. Hours vary by facility. Please call in advance to avoid unnecessary trips.

MAIN CONTACT:
 Home Phone: _____ Check here if new address/phone since last time registered.
 Last Name _____ First Name _____ DOB: / / Sex: M/F
 Address: _____
 City/State/Zip _____
 Work Phone _____ Email Address: _____

EMERGENCY CONTACT: (other than parent or adult participant)
 Last Name _____ First Name _____ Phone _____


PARTICIPANTS:

Name (Last, First)	Sex M/F	Birthdate M/D/Y	Activity/Class Name	Course #	School Attending	Sch. Yr. '11-'12 Grade	Fee



Rec Fund: \$ _____ Sr. Ctr. Mem: \$ _____ Multi-Course Discount: \$ _____
 Additional Contribution to Recreation Fund: \$ _____
 Total: \$ _____

Release, Waiver, Assumption of Risk and Consent

Participation in the program may be a hazardous activity. Participant should not participate in the program unless participant is in good physical shape and is medically able. Participant (or parent or guardian on behalf of a minor child participant) assumes all risks associated with participation in this program, including but not limited to, those generally associated with this type of program, the hazards of traveling on public roads, of accidents, of illness, and of the forces of nature. In consideration of the right to participate in the program and in further consideration of the arrangement made for the participant by the Mayor and Council of Rockville through its Department of Recreation and Parks for food, travel, and recreation, the participant, his or her heirs, and executors, or a parent or guardian on behalf of a minor child participant, agrees to release and indemnify the Mayor and Council of the City of Rockville and all of its agents, officers and employees, from any and all claims for injuries or loss of any person or property which may arise out of or result from participation in the program. The participant (or the parent or guardian on behalf of a minor child participant) grants permission for a doctor or emergency medical technician to administer emergency treatment of the participant and consents to the City's use of photographs taken or videotapes made of the program that include the participant. Neither the instructor nor any of the staff are responsible for participants prior to or after the scheduled program.

Signature of Participant/Guardian  _____

PAYMENT

Amount Paid \$ _____ Cash Check # _____
   _____ Exp. Date ____/____/____
 Signature (name on card) _____

OFFICE USE ONLY:

Check _____ Cash _____ Charge _____
 Other _____
 Processed by: _____
 Date Processed: _____
 Total Paid: \$ _____