



Last Name: \_\_\_\_\_ HH#: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

## 2018 Program Registration Form

### 1. Payer Information:

PRIMARY GUARDIAN'S FIRST NAME \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
LAST NAME BIRTHDATEADDRESS \_\_\_\_\_ or \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
HH # CITY STATE ZIP CODEHOME PHONE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
WORK PHONE CELL PHONEE-MAIL ADDRESS \_\_\_\_\_ / \_\_\_\_\_  
EMERGENCY CONTACT NAME/PHONE

\_\_\_\_ Modifications (check if needed). See "Statement of Accessibility" on reverse side of this form.

\_\_\_\_ I have read and fully understand the policies and the Carmel Clay Parks &amp; Recreation Waiver and Release on page 2 of this form. I understand my signature, or my primary guardian's signature if I am under 18, is required to use the Carmel Clay Parks &amp; Recreation facility.

PRIMARY GUARDIAN'S SIGNATURE \_\_\_\_\_ / \_\_\_\_\_  
DATE

### 2. Participant Information:

PARTICIPANT'S NAME (FIRST & LAST)	BIRTHDATE	GENDER	ACTIVITY CODE	ACTIVITY NAME	FEE
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				

**Payment must be included with this registration form.**

Payment made today by:

 Cash     Check     VISA/MasterCard/American Express/Discover     Gift Card**Total Amount Due Today:**

\$ \_\_\_\_\_

MSS: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

## Program Registration Form Page 2

### Carmel Clay Parks & Recreation Waiver and Release

On my behalf and on behalf of my heirs and assigns, I HEREBY RELEASE, WAIVE, DISCHARGE, COVENANT NOT TO SUE AND AGREE TO HOLD HARMLESS THE CARMEL/CLAY BOARD OF PARKS AND RECREATION, CARMEL CLAY PARKS & RECREATION, CITY OF CARMEL, CLAY TOWNSHIP, ITS AND THEIR OFFICIALS, OFFICERS, PASSHOLDERS, INDEPENDENT CONTRACTORS, EMPLOYEES AND VOLUNTEERS (the "Releasees"), from any and all claims or liability for personal injury or property damage my child and/or I may cause or suffer directly or indirectly arising out of or relating in any respect to participation in a program, event, service or facility provided by or made available through Carmel Clay Parks & Recreation. This waiver and release of all claims, demands, actions, and liability shall include, without limitations, any injury, damage or loss to person or property which may be (a) caused by any act, or failure to act, by Releasees even if said injury, damage or loss results from the negligence of any or all of the above-identified Releasees or (b) sustained by me during and/or at the Carmel Clay Parks & Recreation program, event, service or facility in which I and/or my child participate(s).

### Photo and Video Policy

Photos and video are periodically taken of participants in a class, during an event, or within Carmel Clay parks and facilities. Photos and video footage are for the use of Carmel Clay Parks & Recreation and may be used in the Department's publications, website, and social media. All photos are the property of the Carmel/Clay Board of Parks and Recreation. For more information, please contact the Marketing Director at 317.573.4020 or [labas@carmelclayparks.com](mailto:labas@carmelclayparks.com). By signing this registration form, I understand and acknowledge my photo and the other participants listed may be utilized in marketing materials for the Department.

Carmel Clay Parks & Recreation reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph on its premises or to reproduce photographs of objects in its collections. Please follow our photo shoot process and submit the Photo Shoot Application available at <http://carmelclayparks.com/policies/>.

### Statement of Accessibility

CCPR believes every individual has the right to participate in activities and programs that supports their physical, mental, social and emotional wellness, and therefore contribute to enhancing their overall quality of life. This is achieved by identifying and removing barriers to serve individual and community needs, in addition to providing accessible quality programs and services to all. Please indicate on the registration form if any modifications are needed for successful inclusion into a program or service in accordance with the Americans with Disabilities Act (ADA).

### Code of Conduct

All users of facilities are expected to exhibit appropriate behavior at all times will participating, spectating or attending any program, event, service and/or facility provided by Carmel Clay Parks & Recreation. This includes in programs, events, services or facilities that may or may not require an admission fee, spectating at athletic events, concerts or attending special events. The following guidelines are designed to provide safe and enjoyable facilities for all users. Users shall:

- Show respect to all users and facility staff/supervisors.
- Take direction from facility staff/supervisors.
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, other users or facility staff/supervisors.
- Refrain from damaging equipment, supplies and facilities.

A written or verbal warning shall be given to users/spectators if the Code of Conduct rules have been violated. If there is a second occurrence, users/spectators shall be withdrawn from the facility without a refund.

### Possible Changes in Listings

Carmel Clay Parks & Recreation reserves the right to cancel, combine or divide classes; to change time, date or location of classes; to change instructor assignments; and to make any other changes that may be necessary. We apologize in advance for any inconvenience this may cause.

### Declined Auto Payments/Returned Checks

Declined monthly payments and/or returned checks will result in cancellation of pass privileges and participation in department programs and services until delinquent fees are paid in full.

### Program Refund Policy (excludes Extended School Enrichment)

If a class is cancelled by Carmel Clay Parks & Recreation, a full refund will be given. For any other reason, a Refund Request Form may be filled out and submitted at least 14 days prior to the program start date. All refunds are subject to approval of the Monon Community Center Division Manager and are subject to State Board of Accounts claim procedures. If approved, a full refund – less a \$10 service charge – will be given. NO REFUNDS will be given after that point. Check refunds may take up to 3-4 weeks to process.

### Program Registration Deadline

One week prior to the start date of the program.

### Make-up Classes

No make-up classes permitted unless cancelled by Carmel Clay Parks & Recreation.

### Weather Hotline

317.843.3870