

# 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							

**TOTAL AMOUNT**

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

**Payment Method:**

Check  Cash



**Fax #: 246-1309**

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

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

## 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."

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.

Send receipt via email to save on paper & postage

## Tennis Token Orders

**FAMILY** – All names listed under "Registrant's Name" will receive a token.

**INDIVIDUAL** – Please indicate the person receiving the token under "Registrant's Name."

**W.S.T.A. MEMBERSHIP/RESIDENT**

440558 A. Family (\$25) \_\_\_\_\_

440558 B. Individual (\$15) \_\_\_\_\_

440558 C. Compet. Doubles \_\_\_\_\_

**YES, I'M INTERESTED IN:**

Men's A Team ..... [ ]

Men's B Team ..... [ ]

Women's A Team ..... [ ]

Women's B Team ..... [ ]

**TENNIS TOKENS/RESIDENT**

440558 D. Family (\$12) \_\_\_\_\_

440558 E. Individual (\$6) \_\_\_\_\_

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

**Please Print!**

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

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

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

Address \_\_\_\_\_

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

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

# 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 Dept 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 up to date information 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 Rec Office at 246-9070 to confirm 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.
- Nonresident fees are 50% more than resident fees unless otherwise stated.
- For fee totals over \$100.00, half may be paid at registration and the remainder paid within 30 days.
- Classes falling on Good Friday (April 2), Memorial Day (May 31), Independence Day Observed (July 5) and Labor Day (Sept 6) will not be held or made up.
- 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 38 (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 Program Applications from other families.
- Enclose the Program Application in an envelope. One envelope per family – multiple envelopes with the same Program Application will be invalid.
- Include a check payable to "Western Springs Recreation" for the appropriate fees. See Registration Policies for partial payment.
- Incomplete or illegible forms or incorrect checks will be returned.
- Mail or drop off completed forms and check to the - Western Springs Recreation Dept., 1500 Walker Street, Western Springs, IL 60558
- Early Resident Only Registration - registrations must be received by 4:30 p.m. Thursday, April 15. Registrations will be accepted and accumulated as soon as the brochure is mailed.
- To ensure equal opportunity, all registrations received by 4:30 p.m. on Thursday, April 15 will be pulled in a random order and entered into the computer beginning Friday, April 16. 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, April 16 for registration processing.
- Resident Only Registration will continue Monday, April 19, 8:30 a.m. to 4:30 p.m. as a walk-in with first come, first serve basis, and based on availability of classes.
- Nonresident/Open Registration begins Monday, April 26. Nonresident forms can be mailed or dropped off at the Recreation Center, 1500 Walker, prior to April 26. Lottery registration for mail-in forms takes place first from 8:30 am to Noon on April 26. Walk-in registration begins next, starting at Noon, first come, first serve.
- A receipt confirming enrollment status and fee payment will be mailed the same day or next day. Any overpayments will be placed as a credit on your recreation 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 note is presented. Programs that meet only 1, 2 or 3 times 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 household account will occur within 24 hours. Refund checks will be issued approximately 30 days. 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.

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### KEEP YOUR PETS OUT OF THE PARKS

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

### 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.

### HELP WANTED OR NEW PROGRAM IDEAS

The Recreation Dept periodically has opening for various part-time positions. We offer a quality work environment and hours to fit your schedule. We are looking for Program Instructor, Supervisors & Substitutes. If you have a talent for teaching and have an idea for a class, let us know. Apply in person at the Recreation Center, 1500 Walker St., WS, IL 60558

### 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.

### 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.

### 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; or be disrespectful or show non-compliant behavior; or cause intentional damage or defacing to property; or cause continuous disruptive behavior to classes or programs; or 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.