



# Registration Form

## REGISTRATION INFORMATION - 3 Easy Ways to Register!

Sorry, no telephone registrations accepted. The waiver on all registration forms must be properly signed to be processed. If the registration form is not signed, it will be returned to the individual, unprocessed, to be signed.

### DROP-OFF / WALK-IN

Drop off a completed registration form with payment during regular business hours at the Administration office.

**River Forest Park District The Depot, 401 Thatcher Avenue, River Forest, IL 60305**  
**Office Hours: Mon-Fri, 8:30am-4:30pm**

For convenient after-hours registration, a drop box is located outside of the administration office door.



### MAIL-IN

Send your completed registration form and payment (check, money order, credit card, no cash accepted) to:

**River Forest Park District  
The Depot  
401 Thatcher Avenue  
River Forest, IL 60305**



### ONLINE

Visit [www.rfparks.com](http://www.rfparks.com) to register online.



### CREDIT CARD PAYMENTS

No additional fee when paying with a credit card online or at The Depot.

## MARK YOUR CALENDAR!

**We do not send confirmations or reminders.** A representative from the River Forest Park District will contact you in case there is a wait list for the program for which you registered. Otherwise, you may assume your registration has been processed as requested.

### General Information

- Carefully complete the River Forest Park District registration form. Enter the code number on the left-hand column of the registration form. (Example of code number: 1234.100)  
Use the form for all free and paid Park District programs. Please print and make sure all information is correct.
- THE WAIVER FORM MUST BE SIGNED FOR THE REGISTRATION FORM TO BE PROCESSED.
- Add up the fees and write the total amount in the appropriate space. Checks or money orders may be made payable to the River Forest Park District. Please include your telephone number on your check.
- YOU ARE REGISTERED UNLESS WE INFORM YOU OTHERWISE.
- Program registration is monitored throughout the season, and programs will be cancelled if there is insufficient enrollment at least 24 hours prior to the start date. The River Forest Park District maintains the right to open and close classes at its discretion.
- If you register for a class but cannot attend, please notify the Park District at 708-366-6600 to cancel your registration as soon as possible. Other patrons are waiting to participate.
- Please do not bring your children to programs that you are participating in.
- If a program reaches its maximum in enrollment, the class will be "closed." A waiting list is then started for those still interested in registering for the program. When and if an opening occurs in the program, the first person on the waiting list will be contacted. We will continue down the list, as more vacancies become available. Do not include payment with your registration form if you are put on a waiting list. The registration fee will be collected if you are able to participate.
- If a participant registers for a program, drops out of that program, and it has a waiting list, the participant cannot give their spot to a friend. The River Forest Park District reserves the right to assign participants to the program in the order they are listed on the Park District's waiting list.
- The Park District is not responsible for any omissions or typographical errors.
- The River Forest Park District does not carry accident or hospitalization insurance on any program participant. It is recommended that participants review their own personal insurance policy for adequate coverage during all program activities.

### Registration Procedure

Resident registration for any Winter-Spring program will be accepted on December 10, 2018. Any registration forms received by mail, internet, or in person will be held until December 10, 2018. All received registrations will then be processed at random. Any registration received after 4:30pm on December 10, 2018 will be processed by date/time received. Non-resident registrations will not be processed until December 24, 2018. Proof of residency may be requested.

### Cancellation & Refund Policy

**No refunds will be given for any program, unless a cancellation request is received 3 business days prior to the program session start date/time. Email cancellations are not accepted - please call and speak with the Registrar or cancel in person at The Depot. No refunds will be given for 1-day events or programs.** Any refundable program cancellations will be charged a \$5 service fee per session. No refunds will be given if a participant is removed due to violation of the Park District's 4-Point Disciplinary Policy or due to disciplinary issues. Refunds for credit card payments will be issued directly to the credit card used. Refunds for cash or check payments require Board approval and will be processed the following month.

### Waiver and Release of all Claims

Please read this form carefully and be aware in registering yourself or your minor child/ward for participation in the above program/programs, you will be waiving and releasing all claims for injuries you or your minor child/ward might sustain arising out of your participation in the program/programs you have registered for.

I recognize and acknowledge that there are certain risks of physical injury to participants in the above program(s) and I agree to assume the full risk of any injuries, damages or loss regardless of severity which I or my minor child/ward may sustain as a result of participating in any and all activities connected with or associated with such program(s), including transportation services and vehicle operations, when provided.

I agree to waive and relinquish all claims my minor child/ward or I may have as a result of participating in the program against the River Forest Park District and its officers, agents, servants and employees.

I do hereby fully release and discharge the District and its officers, agents, servants and employees from any and all claims from injuries, damage or loss which I or my minor child/ward may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the activities of the program(s).

I further agree to indemnify and hold harmless and defend the District and its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained by me or my minor child arising out of, connected with, or in any way associated with the activities of the program(s).

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

As a participant in a program or activity of the District (or as the parent or guardian of a participant), I hereby grant the District permission to use my or my child's image, video form, or voice in photographs, videotapes, Internet website or other materials prepared or released by the District from time to time, for promotional, safety or instructional purposes. I understand that such materials will be used and shown in whole or in part as the District sees fit. By this permission and release, I hereby release and discharge the District, its officers, employees and agents from any and all claims or actions resulting from the use of such materials by the District.

Supplied email addresses will be shared with program instructors and coaches.

When registering by fax or online at the River Forest Park District, it is mutually understood that the facsimile or online signature and registration document (including the Waiver and Release of All Claims) shall substitute for and have the same legal effect as the original form signature.

I have read, understand and agree to the terms of the River Forest Park District Cancellation and Refund Policy.

I have read and fully understand the above Program Details, Waiver and Release of All Claims and Permission to Secure Treatment.

The River Forest Park District does not carry accident or hospitalization insurance on any program participant. It is recommended that participants review their own personal insurance policy for adequate coverage during all program activities.