

**GENERAL REGISTRATION INFORMATION**

- 1) All participants in one family may be included on one registration form.
- 2) To insure a participant is placed in the same class as a “buddy,” registration MUST arrive together (same envelope, if mailed).
- 3) Lab fees are payable to the instructor in cash on the first day of class. These are in addition to the registration fee.
- 4) Minimum enrollment requirements must be met or the class will be canceled.
- 5) Class instructor, activities, and/or fees are subject to change without notice.
- 6) For additional registration forms or further information on classes, call the District Office at the Oak Park Community Center at (818) 865-9304.
- 7) Incomplete (unsigned) registration forms will be returned unprocessed.
- 8) Special Accommodations: Reasonable accommodations will be provided to participants on an “as needed” basis. Please let us know two weeks in advance of your special needs by checking the appropriate box on the registration form.

**IMPORTANT** - You will NOT receive a registration confirmation. Your cancelled check will be your receipt. If the class is canceled and/or you are put in your second choice class you will be notified. If you do not receive any notice, you are enrolled and should report to the program/activity on date, time, and location listed in this brochure.

**MAIL-IN REGISTRATION**

1. Mail-in registrations will be processed beginning with the issue of this brochure.
2. Classes with an “activity number” (for example: “1942”) require pre-registration.
3. TYPE OR PRINT IN INK all information requested on the form.
4. Payment must be made by check, money order (payable to R.S.R.P.D.), or by Visa/MasterCard and mailed to:

**REGISTRATION**  
**Oak Park Community Center**  
**1000 N. Kanan Road**  
**Oak Park, CA 91377**

**WALK-IN REGISTRATIONS**

Walk-in registrations are welcomed.

**ON-LINE REGISTRATION**

You can now register for most of our classes and programs on-line at [www.rsprd.org](http://www.rsprd.org) and then click the On-Line Registration tab.

**Getting Started**

Click on the activities button, enter your specific class ID#, browse or search your favorite classes or activities, add them to your basket and check out!

**What do I need?**

1. Barcode
2. PIN
3. Valid Visa or Mastercard

**What if I don't have a Barcode or PIN?**

To obtain a Barcode and PIN, click on “my account” tab at the top of this screen, then click on “create new account” and follow instructions; or, contact our District Office at (818) 865-9304, M-F, 8 am-5 pm.

**Note:** Once your account is created, you can register for a class immediately. Your Barcode and PIN will be e-mailed to you for future reference.

**MONEY MATTERS****REFUND POLICY**

- Full refunds, minus a \$5 administration fee, will be given if requested prior to the start of class.
- Request for refunds received after the start of class and within 5 days following the second class meeting will be prorated based on the number of classes conducted, not attended.
- Requests for refunds received after the start of the third class meeting will not be granted.
- One day workshops, adult and youth sports leagues, facility permits, trips, special events, preschools, 1 week camps, and after school programs do not apply. Refunds for all programs listed above will be considered based on enrollment, waiting lists, and material fees purchased by instructor. Please call for more information.
- There will be a \$5 administrative fee deducted from all participant initiated refund requests.
- Allow three weeks to receive refunds.

**RETURNED CHECKS**

Returned checks create an additional burden on programs. If, for ANY reason, a check is returned to the District, a \$20 service charge will be levied and a “cash only” status will be in effect for a period of one year. We rely on the District Attorney for recovery and prosecution.

**CONFIRMATIONS**

You will not receive a registration confirmation. Just attend the first scheduled class. Your canceled check will be your receipt.

# REGISTRATION FORM

**UNSIGNED AND/OR INCOMPLETE REGISTRATION FORMS WILL NOT BE PROCESSED.  
PLEASE TYPE OR PRINT IN INK.  
YOU WILL NOT RECEIVE A CONFIRMATION**

PLEASE PRINT

Last Name of Adult Participant or Parent/Guardian		First Name	Home Phone	Work Phone
Address of Participant(s)		Street	City	Zip

1ST CHOICE ACTIVITY CODE #	1ST CHOICE CLASS TITLE	1ST CHOICE FEE \$	1ST CHOICE STARTING DATE & TIME OF CLASS	2ND CHOICE ACTIVITY CODE #	NAME OF PARTICIPANT	BIRTH DATE (if under 18)

- Address and/or Phone Number has recently changed. Email address \_\_\_\_\_
- Participant has special needs which require special accommodations. Explain \_\_\_\_\_
- Enclosed find \$ \_\_\_\_\_ Check/Money Order  Master Card  VISA
- MasterCard or VISA Acct. No. \_\_\_\_\_ Expiration Date \_\_\_\_\_
- Signature (for credit card authorization only) \_\_\_\_\_

## AGREEMENT, WAIVER, AND RELEASE

I have carefully read the description of activities for which I/we are registering, and in consideration for being permitted by the Rancho Simi Recreation and Park District to participate in the above activity, (described in this brochure) I hereby waive, release and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the District, its officers, employees, and agents from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the District, its officers, employees, and agents. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release, and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the District, its officers, employees, and agents free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of death or any injury or property damage that said participant may sustain while participating in said activity.

**PARENTAL CONSENT:** (Registration shall be completed and signed by parent/guardian if applicant is under 18 years of age).

I hereby consent that my son/daughter, named above, participate in the above activity, and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the above District, its officers, employees, and agents free and harmless from any loss, liability, damage, cost or expense which they may incur as a result of death or any injury or property damage that said minor may sustain while participating in said activity. I hereby give permission to the Rancho Simi Recreation and Park District to use my, or my child's photograph as they see fit in their recreation brochure. I understand the photographs belong to the Rancho Simi Recreation and Park District, and I will not receive payment of any kind.

**I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE ABOVE DISTRICT, ITS OFFICERS, EMPLOYEES AND AGENTS AND I SIGN IT OF MY FREE WILL.**

Signature of adult (participant, parent/guardian) for Agreement, Waiver and Release \_\_\_\_\_ Date \_\_\_\_\_

### MAIL REGISTRATION TO:

OAK PARK RECREATION OFFICE

1000 N. Kanan Road, Oak Park, California 91377 • Phone: (818) 865-9304 • Fax: (818) 874-0064

**DID YOU REMEMBER TO INCLUDE PAYMENT? YOU WILL NOT RECEIVE CONFIRMATION.**