

## REGISTRATION POLICIES Please Read BEFORE Registering



1. We suggest that you call ahead to make sure that the activity/program still has vacancies.
2. If there are still spots available in the activity/program, please fill-out the registration form.  
*\*Be sure you read the form carefully.*
3. **Either mail or bring the registration form down to our office with the payment:**
  - ◆ An individual is not considered registered until payment is included with a registration form.
  - ◆ Registration forms & payments are processed through the Parks & Recreation Office ONLY. It is not the responsibility of volunteer coaches, p/t staff members, or instructors to bring these items to the office.
4. Pre-Registration is required for most programs and activities.
5. All activities/programs have registration deadlines.
6. Enrollment limits supersede registration deadlines. Once a program has achieved “full” status, an individual will be placed on a waiting list even if it is within the regular registration period.
7. We do not accept 3rd party registrations.
8. Waiting lists are on a first come/first serve basis. As participants cancel from an activity/program, an individual from the waiting list will then be enrolled in the activity/program.
  - ◆ WE DO NOT GUARANTEE ENROLLMENT IN A PROGRAM FOR INDIVIDUALS ON A WAITING LIST.
9. Previous participation in past program or activity DOES NOT guarantee automatic enrollment for current program or activity.
10. MPRD reserves the right to change activity/program specifications (*Who/When/Where/Enrollment/etc.*) due to unforeseen circumstances.

**Cancellations:** Programs/Activities may be cancelled due to lack of enrollment, inclement weather, and/or other unforeseen circumstances. All attempts will be made to inform participants and to provide announcements on the Parks and Recreation Office answering service, WHAI FM 98.3, & notices @ the program site.

**REFUND POLICY:** Full refund before the program begins, or if the program is cancelled; 1/2 after the program begins until halfway through program completion; no refund thereafter.