

# Registration - Easy As 1-2-3

## Program Registration

- Some programs may have limited enrollment. Registrations will be taken in the order in which they are received.
- Classes/programs are based on minimum participation numbers and may be subject to cancellation.
- Town of Apple Valley residents have priority registration for all programs.
- Only a minor's parent or legal guardian may complete the registration waiver to enroll the minor in a program or class.
- Participant(s) must be pre-registered before attending class.
- Registrations are not accepted in class. Your receipt is proof to the instructor that the fees have been paid.
- All ongoing monthly classes start at the beginning of each month.
- Special interest classes are taught by independent contractors, not Town personnel.
- The Town is not responsible for any fees that are made payable directly to class instructors and not collected by the Town.
- All activities, fees, dates and locations are subject to change.
- **Photo Policy:** The Town reserves the right to photograph facilities, activities and program participants for potential future use. All photos will remain the property of the Town and may be used for publicity or promotional purposes only.

## Refund Policy

- **Cancellation of Class:** A full refund will be mailed to all registered participants if a program is cancelled by the Recreation Department
- **Voluntary Withdrawal:** A refund may be requested prior to the registration deadline or before the first day of class by submitting a "Refund Request" form.
- **Withdrawal After Class Start Date:** A refund may be requested by completing a "Refund Request" form prior to the second class meeting and is subject to the approval of the Recreation Department Manager. A pro-ration of the class fee will be charged.
- **NO refund requests will be accepted after the second class meeting.**
- **A \$2 processing fee will be charged to all refunds.**
- **Allow 4 weeks for a refund check.**
- **No refunds for swim lessons or aquatic classes.**

## 3 EASY WAYS TO REGISTER

### 1. WALK-IN

- Walk-in registration is accepted at the Recreation counter at Town Hall only.
- Registration hours are 7:30 am - 5:30 pm Monday - Thursday and alternating Fridays 7:30 am - 4:30 pm.
- Payment can be made by cash, check, ATM or credit card (Discover, VISA, or MasterCard).

### 2. MAIL-IN

- Please do not use mail-in registration for Day Camp, ASAP or sports programs (additional paperwork is required).
- Complete registration form below for classes. Total all fees.
- Make check payable to "Town of Apple Valley." If you enclose a self-addressed, stamped envelope a receipt will be mailed to you. Mail completed form and a check to:

Town of Apple Valley Park and Recreation Department  
14955 Dale Evans Parkway  
Apple Valley, CA 92307

### 3. DROP BOX

- Complete registration form below for classes. Total all fees.
- Make check payable to "Town of Apple Valley." If you enclose a self-addressed, stamped envelope a receipt will be mailed to you.
- Drop completed form and payment by check in drop box located at:

James Woody Community Center, 13467 Navajo Road  
(in the first alcove at the front of the Community Center)  
OR  
Town Hall, 14955 Dale Evans Parkway  
(at the front of Town Hall)  
OR  
Civic Center Park Aquatic Center, 14999 Dale Evans Parkway  
(located inside at the front desk)

## TOWN OF APPLE VALLEY PARK AND RECREATION DEPARTMENT

### Registration Form

PLEASE PRINT CLEARLY - do not use for Day Camp, ASAP or any sports programs. Additional paperwork required.

Payee Information: Home Phone: \_\_\_\_\_  
First & Last Name \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Participant's First & Last Name	D.O.B.	Class Name	Start Date	Fee	Total Amount

### Release of Liability

I, the undersigned, understand the following:

I am aware that recreational activities can be hazardous and I am voluntarily participating in these activities with knowledge of the hazards involved and hereby agree to accept any and all risks of injury or death. The Town is not responsible for participants injuries or damages occurring from "hazardous recreation activities" (CA Government Code 831.7). The Town does not provide participants with medical insurance or treatment for injuries. I agree to hold harmless and release the Town of Apple Valley, its officers, agents and employees from any and all liability arising from or related to my participation in Town of Apple Valley program activities. This release includes, but is not limited to, all liability for death, personal injury or property damage resulting from the active or passive negligence of the Town of Apple Valley or its agents or any defective or hazardous condition of any property or equipment owned, operated or maintained by the Town of Apple Valley. I am responsible for any loss, theft or damage to either personal or Town equipment, articles or facilities while using said equipment, articles and/or facilities. I am aware that special interest classes are conducted by independent contractors, not Town personnel.