

Registration Form

Drop off or mail this form to:
 Sports Hub
 250 Civic Center Plaza,
 Glendale Heights, IL 60139
 OR
 Fax with credit card payment to:
 (630) 260-6733

Has any of your family information changed?

Payee Name _____ Address _____

City, State _____ Zip Code _____

Home Phone (____) _____ Work/Emergency Phone (____) _____

How did you hear about this program(s)? Check one:

Program Guide Flyer Website Newsletter Other

Would you like to get occasional e-mail news, special offers, and program information from us? Yes No

E-mail Address: _____

Do you or any member of your family have special needs? Yes (Please attach any details.) No

Participant Name	Birth Date	Grade	Sex	Code	Activity Name	Fee

Payment Method (please circle): Cash (do not mail) Visa Mastercard Check # _____

Authorized Amount \$ _____ Expiration Date _____

Card Number _____

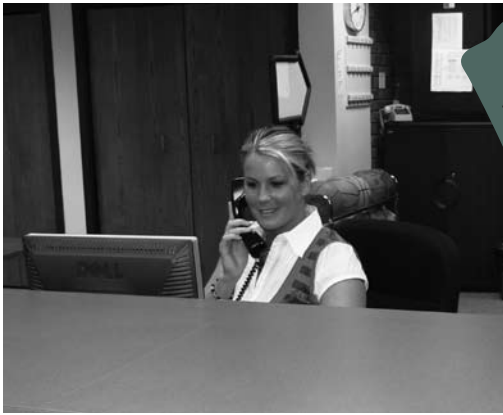
Name (printed as it appears on card): _____

Signature: _____

Please read this form carefully and be aware that by registering for and participating in this program, or by registering your minor child/ward for participation in this program, you will be waiving your rights and/or the rights of your minor child/ward to all claims for injuries you or your minor child/ward might sustain arising out of this program and you will be required to indemnify, hold harmless, and defend the Village of Glendale Heights for any claims arising out of participation.

Participant/Parent Signature _____ Date _____

REGISTRATION INFORMATION



5 Five ways To register

IN PERSON:

Sports Hub
250 Civic Center Plaza
Glendale Heights, IL 60139

MAIL:

Village of Glendale Heights
Parks & Recreation Department
250 Civic Center Plaza
Glendale Heights, IL 60139
Attn: Registration

E-MAIL:

Send us an email at parcs_&_recreation@glendale-heights.org. Include your name, the class code, and your phone number. An Office Tech will contact you to complete your registration.

PHONE:

Phone registration is available at (630) 260-6060. When registering by phone you will be required to pay by Visa or Mastercard. (\$25 minimum)

FAX:

Fax your completed registration form to (630) 260-6733.

Register Today - Save A Program Don't wait to register!

To be courteous to participants who have pre-registered for a program, all class numbers are checked 5 days prior to start date. Should our numbers be below class minimum, we will have to cancel that program!

Satisfaction Guaranteed

We guarantee that you will enjoy our quality programs and special events. However, if you are not satisfied with a class or program, please contact a Program Supervisor at (630) 260-6060.

Refunds and Cancellations

Programs may be cancelled or altered due to low registration, changes in staff, or facility availability. You are entitled to a full refund (minus a \$3 administration fee), account credit, or a transfer for a program that has been cancelled. Participants may request a full refund before a program begins.

Refunds are not given for Athletic League registrations, Fitness or Aquatic Memberships, daily fees or tickets. No refunds or makeup classes will be granted for unattended classes.

Resident/Non-Resident Policy

Registration will be limited to residents during the first week of any registration period. After the first week, registration will be accepted from anyone interested. Residents will need a minimum of two pieces of identification in order to obtain an Activity Card (a picture I.D. and a current rent utility bill). Children should have a school I.D. or a library card and must be accompanied by a parent or legal guardian, who must provide the proper identification.

Waiting Lists

Waiting lists are created when we have more registrations for a program than we have space. We will contact you if you have been placed on a waiting list.

Waiver Requirement

Waivers are required to be signed prior to participating in the first class.

Visit us online at

www.glendaleheights.org/parksrecreation

Our Commitment to YOU: Customer Service Pledge

The Glendale Heights Parks & Recreation Department staff is prepared to exceed your expectations in every way possible. Employees will provide you with total satisfaction guaranteed. Our pledge to you:

Friendly and enthusiastic staff who are professional and knowledgeable

Organized, clean and safe parks, programs, and facilities

Timely and consistent service

Uncompromising quality