

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 (____) _____

Cell Phone (____) _____ Date of Birth: _____

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	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

4 ways to register!



ON-LINE

www.glendaleheights.org/ParksRecreation

IN PERSON / DROP OFF

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

FAX

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

Registration begins when you receive your brochure.

If you have recently moved, let us know so we can update your household!

All new households must bring a proof of residency when registering for a program.

REGISTRATION INFORMATION

Complete the registration form, including program code and signature. Unsigned forms or incorrect payments will delay the registration process.

Make checks payable to Glendale Heights Recreation Department or GHRD, and include a phone number on the check. There is a \$25 service fee for any returned checks.

You may assume that you are enrolled in your program unless you receive a phone call from the Recreation Department.

RESIDENT VS NON-RESIDENT

A "resident" is defined as anyone living within the geographical boundaries of the Village of Glendale Heights. Non-residents are welcome to sign up for any of our programs offered in this guide with a slightly higher cost than that of a resident. Some of our programs offer an "in-district" rate which applies to those living within school Districts 15, 16 and 41.

SAVE A PROGRAM

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!

REFUNDS AND CANCELLATIONS

Programs may be cancelled or altered due to low enrollment, changes in staff or facility availability. You are entitled to a full refund (minus a \$3 administration fee), account credit, or 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.

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.

WAITING LISTS

Waiting lists are created when we have more registrations for a program than we have space for. 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 class.

Visit us online: www.glendaleheights.org

EMAIL US ONLINE AT

parks_&_recreation@glendaleheights.org

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.

2010 HOLIDAYS

New Year's Day*
Presidents' Day
Memorial Day*
Independence Day*
Labor Day*
Veteran's Day
Thanksgiving*
Christmas Eve
Christmas*

* indicates the Sports Hub is closed

INSURANCE

The Parks & Recreation Department assumes no responsibility for personal injury or loss of personal property while using our parks and recreation facilities. It is recommended that participants make provisions to provide themselves with adequate coverage through their own insurance. All participants will be required to sign a waiver at the time of registration.