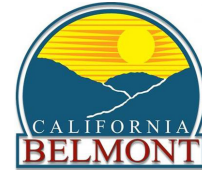


Registration Form

Please write legibly and fill in all required spaces, then mail or bring your registration form to:
Belmont Parks & Recreation Department, 30 Twin Pines Lane, Belmont, CA 94002



HOUSEHOLD INFORMATION

Name (Adult): _____

Street Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____ Gender: _____ Date of Birth: _____

Geographic Area (Check one if Belmont resident):

- Central
 Cipriani
 Continentals
 Hallmark/Belmont Heights
 Homeview / Sterling Downs
 McDougal / Carlmont
 Plateau / Skymont
 Sunnyslope / Downtown

ACTIVITY REGISTRATION

Do you have any special needs which require specific accommodations so you can fully enjoy our classes and facilities? Yes No

If yes, please specify: _____

How did you hear about the program(s)?

- Mail / Brochure
 Email
 Facebook
 Website
 Friend
 Repeat Participant

Other: _____

Participant Name	Birthdate	Gender	Activity Name	Activity #	Resident Fee	Non-Resident Fee

Fees: \$ _____
 Optional Donation to Senior Services: \$ _____
 TOTAL: \$ _____

LIABILITY WAIVER & MEDIA RELEASE

I hereby absolve the City of Belmont, its employees, independent contractors and officers from all liability that may arise as a result of my participation in the activities above, and in the event that the above-named participant is a minor, I hereby give my permission for his/her participation as indicated and in so doing, absolve the City of Belmont, its employees and independent contractors from such liability. I/We agree to allow use of my/participant's photograph(s) and video(s) for Parks and Recreation program online and print publicity.

Signature: _____ Date: _____

REFUND POLICY

I have read and agree to the refund policies.

Initials: _____

FOR OFFICE USE ONLY

Receipt #: _____

Date: _____ Initials: _____

Cancellation / Transfer Policy

All cancellation or transfer requests must be submitted in writing one week before the program begins. Cancellations will result in a \$10 cancellation fee. No refunds will be issued once a program has begun. Medical emergencies are exempt from this policy; however, a medical certification from your doctor is required. Exceptions: Camp SOAR, HeartBeat, Community Learning Center.

Camp SOAR Refund Policy

Cancellation requests for Camp SOAR must be submitted in writing TWO weeks before the camp session begins. Cancellations will result in a \$10 cancellation fee per camper per session.

Community Learning Center Cancellation Policy

A written notice stating the reason for withdrawal shall be submitted thirty days prior to termination of enrollment. Parents who withdraw their child with less than thirty days' notice shall be responsible for thirty days' payment from the date of notification, whether or not the child attends the center during this time.

Independent Contractors

Many of our recreation classes are provided by contract with an independent vendor. The City of Belmont has reviewed the vendor's qualifications, experience, and suitability for providing these classes; however, the City relies on vendors' declaration that all their employees are appropriately screened.

Important Information

- No refunds or credits will be given for the \$2.50 processing fee as this fee is charged by a third party for the convenience of using the online registration service.
- You may only register members of your family/household.
- Age level listed in course description means participants must be that age by the class start date.
- For HeartBeat Dance Academy registration and cancellation policies, please see pg. 10.

Wait Lists

- A wait list is established if a program is full. If a space becomes available, staff will notify the parent/guardian via telephone and email; payment will not be charged until attendance is confirmed.
- Openings will be filled on a first come, first served basis.

Cancelled Classes

- Classes that don't meet the minimum enrollment one week before the class starts will be cancelled.
- If a class is cancelled, participants are notified via phone and email and may transfer to another class or receive a full refund less the \$2.50 processing fee.

Ways to Register

Online

Online you can view or select classes, make payments, see your current registrations, and view account history 24 hours per day. To register online...

1. GO TO www.belmont.gov/register

2. CREATE AN ACCOUNT

Select "Create an Account" if you haven't registered online before. You will need an American Express, Discover, Master Card, or Visa and a current email address.

3. SELECT YOUR ACTIVITY

Browse the alphabetical list of classes or filter your search using the options on the left.

4. CHECKOUT TO FINISH

Click "Checkout" to register for the activities you've chosen. Provide payment information, click "Continue," and a receipt will be emailed to you!

By Mail / Walk-In

Mail your registration form and check or visit our office Mon-Fri, 8am-5pm at:

Belmont Parks & Recreation

30 Twin Pines Lane

Belmont, CA 94002

Sorry, no registrations by phone or fax.

Credit/debit card or check only: sorry, no cash payments.



Americans with Disabilities Act

The City of Belmont and the Parks and Recreation Department are committed to implementing the intent and spirit of the Americans with Disability Act (ADA). Adults and children with disabilities are welcome and encouraged to fully participate in our classes, programs, and activities. If you have a special need that requires specific accommodation in order to enjoy our classes or facilities, please call (650) 595-7441.