Activity Registration Form

Return registration forms to the Parks & Recreation Office, 30 Twin Pines Lane, Belmont, CA 94002.
Monday - Thursday. 8:00am - 12:00pm and 1:00pm - 5:00pm.

HOUSEHOLD INFORMATION

Full 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

Does the participant need any 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)?

☐ Activity Guide ☐ Email ☐ Social Media ☐ Website ☐ Friend ☐ Repeat Participant

Other: _____

Participant Name	Birthdate	Gender	Activity Name	Fee

Fees: $_____

Optional Donation:$_____

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 further understand that accidents and injuries, including from communicable diseases, can arise out of the event; knowing the risks, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all of the persons or agencies mentioned above who (through negligence or carelessness) might otherwise be liable to me (or my heirs or assigns) for damages.

I/We hereby permit the Parks and Recreation Department to take and use digital images (including video) of me/the participant for online and print publicity for use by the City of Belmont.

REFUND POLICY

(on back page)

I have read and agree to the refund policies.

Signature: _____ Date: _____

Initials: _____

Cancellation / Transfer Policy

All cancellation or transfer requests must be submitted in writing at least one week before the program begins. Cancellations will result in a $15 cancellation fee. No refunds will be issued once a program has begun. We do not prorate registration fees. 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 at least TWO weeks before the camp session begins. Cancellations will result in a $15 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 $3.05 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 their website.

Wait Lists

- A wait list is established if a program is full. If a space becomes available, staff will notify the parent/guardian via 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 email and may transfer to another class or receive a full refund, less the $3.05 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 a 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 Monday - Thursday, 8am - 12pm and 1 -5pm at:

Belmont Parks & Recreation
30 Twin Pines Lane Belmont, CA 94002

No registrations by phone or fax. Credit/debit card or check only: 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 participant 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.

FOR OFFICE USE ONLY
Receipt #: _____
Date: _____ Initials: _____