

# MAIL-IN/FAX-IN REGISTRATION FORM

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- MAIL-IN: 100 E. PHOENIX AVE. NORMAL, IL 61761**  
Fill out the registration form and mail with payment (check or credit card).
- FAX-IN: (309) 454-9701**  
Fill out the registration form below and fax. Only credit card registration will be accepted.
- HOUSEHOLD ID#**  
Please make sure you have a Household ID set up with the Normal Parks and Recreation Department, and that your child's birthdate and grade are updated with the Park Office.

Mail-in and Fax-in will be randomly entered on the day it is received. We will e-mail class confirmations for mail-in and fax-in registrations. If a class is closed, and you have sent a separate check for each program, we will return your check by mail. If you submitted one check for multiple programs, a credit will be applied to your household.

**Note:** If you qualify for any discount or scholarship, you must mail-in, walk-in, or fax-in your registration form.

REGISTRATION FORM		(Please Print)
Contact Person/Parent:	Home Phone:	
Address:	Work Phone:	
City:	Zip Code:	
Email Address:	School:	

Participant's Name	Sex	Grade	Activity Name	Shirt Size*	Activity #	Fee
<b>Example</b>	<b>M</b>	<b>4</b>	<b>Pee Wee All Sports</b>	<b>YS</b>	<b>133511-12</b>	<b>\$40</b>
						\$
						\$
						\$
						\$
						\$

Payment Enclosed: Check # _____	<b>Total \$</b>
<b>Please make check payable to:</b> Town of Normal	

In signing here, I acknowledge and represent that I have read the Waiver, Release and Notice, that I understand its terms and provisions, that I understand it affects my legal rights and those of my child, that it is a binding Agreement, and that I have signed it knowingly and voluntarily.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*T-shirts are provided for certain activities. Sizes available include: YS, YM, YL, AS, AM, AL, & AXL. See guide for more details.*

Please list special accommodations you need to participate: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_ Mastercard \_\_\_ Visa      Card # \_\_\_\_\_ \*CVS \_\_\_\_\_  
 \_\_\_ Discover \_\_\_ American Express      \*CVS# is the three digit code located on the far right side of your credit card's signature line.  
 Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# Normal Parks & Recreation Waiver, Release, and Notice

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## STATEMENT ON THE IMPACT OF COVID-19 ON SUMMER PROGRAMS & FACILITIES

Your health, safety and experience in our programs and facilities are a priority to us. We continue to monitor the developments and the impact of COVID-19 and will adapt as necessary. We will continue to communicate any changes via our social media channels, website and online activity guide.

We hope to be able to provide the programs as presented in the Activity Guide, but modifications may need to be made for programs in response to the COVID-19 pandemic, including any federal, state, or local laws, regulations, guidelines, or best practices or any economic condition created by the pandemic.

Certain programs already reflect changes, reductions to participant maximums and a larger waitlist. Our staff continues to work to provide a great experience in our summer programs. We look forward to serving you.

### Liability Waiver

I am fully aware that my child's participation in programs, services, activities, facilities, and events is completely voluntary. In consideration of my child's participation, I individually, and on behalf of my minor child and our respective heirs, successors, assigns, and personal representatives, hereby release the Town of Normal and its officers, employees, volunteers, and agents (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses, or injuries to persons or property or both in connection with my child's participation in the programs, services, activities, facilities, and events, including, without limitation, any damages, losses, or injuries that may be sustained or suffered by my child or any person in connection with my child's association with, or participation in, activities at, sponsored by, or arising out of the programs, services, activities, facilities, and events.

I agree that this Waiver and Release is intended to be as broad and inclusive as permitted by the laws of the State of Illinois, and if any portion hereof is held invalid, it is agreed that the balance hereof shall, notwithstanding, continue in full legal force and effect.

### Photo & Video Policy

Photos and video are periodically taken of participants in a class, during a special event or at Town of Normal events, parks and facilities. Please be aware that these photos and video footage are for the use by the Town of Normal only and may be used in the Town's publications and website. All photos are the property of the Town of Normal. I hereby consent to any publicity, including the use of my child's name and likeness in connection with my child's participation.

### Statement of Accessibility

The Town of Normal encourages participation by everyone! If you or a family member have special needs and would like to participate in a program or use a facility, we will be happy to make reasonable accommodations to meet your needs. Please indicate on the registration form if any accommodations are needed for successful inclusion into a program or service in accordance with the American with Disabilities Act.

### Code of Conduct

All users of facilities are expected to exhibit appropriate behavior at all times while participating, spectating or attending any program, event, service and/or facility provided by the Town of Normal. This includes in programs, events, services or facilities that may or may not require an admission fee, spectating at athletic events, concerts or attending special events. To ensure safe and enjoyable programs and facilities for all residents, the Town of Normal Parks and Recreation Department has developed the following Code of Conduct when participating in programs and using facilities:

- Show respect to all users, participants, staff, equipment and facilities.
- Refrain from using abusive or foul language.
- Refrain from aggressive behavior that could cause bodily harm to self, other users or staff.

The Town reserves the right to dismiss an individual if their behavior or language is deemed inappropriate by staff. Normal Parks and Recreation applies a positive and constructive approach to behavior yet reserves the right to dismiss an individual whose behavior endangers the safety of others, or damage to property or equipment.

### Possible Changes in Listings

The Town of Normal reserves the right to cancel, combine or divide classes; to change time, date or location of classes; to change instructor assignments; and to make any other changes that may be necessary. We apologize in advance for any inconvenience this may cause.

### Refund Policy

Cancellations must be received at least three business days prior to the start of the program to receive a household credit. Exceptions to this policy may apply for family relocation or medical emergency. Written documentation from a physician may be requested. If a refund check is required, a \$5 processing fee will be assessed.

Refunds or a credit on account will not be given for contractual programs or trips for which the Department has incurred costs. We do reserve the right to cancel classes or programs. If insufficient enrollment causes an activity to be cancelled, participants will receive a full refund. Allow two weeks for the processing of refunds.

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In signing this Waiver, Release, and Notice, I acknowledge and represent that I have read this entire document, that I understand its terms and provision, that I understand it affects my legal rights and those of my child, that it is a binding Agreement, and that I have signed it knowingly and voluntarily.

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**Print Name of Participant(s)**

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**Participant Signature (if 18 or older)**

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**Parent or Guardian Signature (if Participant under 18)**

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**Date**