

# REGISTRATION INFORMATION

## Registration Options

### Mail-In Registrations

Complete your program registration form, including signing the waiver and mail with payment in the form of check or credit card.

**Hinsdale Park and Recreation Department**  
**PROGRAM REGISTRATION**  
**19 E. Chicago Avenue**  
**Hinsdale, IL 60521-3489**

### Drop Off Registrations

Come to the Recreation Department located in the Memorial Building during normal business hours to complete your program registration form or drop your completed registration in the overnight box located in the front of the Memorial Building.

### Fax Registrations

Complete your program registration form, include your credit card information, sign the waiver and fax the registration form to (630) 789-7016.

### On-Line Registrations

Log on to the Village of Hinsdale's website at [http://www.villageofhinsdale.org/departments/parks\\_and\\_recreation/](http://www.villageofhinsdale.org/departments/parks_and_recreation/) and register for any recreation program on-line. You can register for classes and check availability on-line. On-line registrations close at noon one business day prior to the start of the class. On-line registration is not available once the class starts. *The credit card information is secure.* See page 34 for details.

**NO TELEPHONE REGISTRATIONS ACCEPTED**

## Registration Policies

1. Individuals may only register members of their immediate family.
2. Proof of residency is required at the time of registration. Residency is defined as those persons living within the corporate limits of the Village of Hinsdale.
3. The Park and Recreation Department reserves the right to cancel, postpone or combine classes as needed.
4. A program may be cancelled due to insufficient registration. A household credit will be issued.
5. Refunds/credits will not be made unless the Parks and Recreation Department cancels the program or a physician's excuse is presented. There will be a \$5.00 service charge on all cancellations. Refunds issued after a class starts will be prorated in addition to the service charge.
6. All times, dates and locations of programs are subject to change.
7. All registrations must be paid in full with cash, check, Visa, MasterCard, American Express or Discover and the Waiver signed.
8. If the {Co-Op} symbol appears, please be aware that this program enables us to provide high quality and convenient programs by joining forces with other towns or organizations. The maximums shown are available openings for Hinsdale Parks & Recreation only. Actual class sizes could be larger.
9. All registrants are expected to follow the Village of Hinsdale Code of Conduct. Please contact the Parks and Recreation for more information.

Individuals with disabilities who have questions regarding or who intend to participate in any of the activities or programs offered by the Village of Hinsdale, and who require accommodations to allow them to participate, should contact Gina Hassett, Director of Parks and Recreation at (630) 789-7097 or TDD (630) 789-7022.

## Refund Policy

- Full refunds/credits will not be made unless the Parks and Recreation Department cancels the program or a physician's excuse is presented.
- All requests for refunds must be made 5 business days prior to the start of a class or event.
- There will be a \$5.00 service charge on all refunds/credits for all cancelled programs unless the program is cancelled by the Parks and Recreation office.
- Refunds/credits issued after the start date of a class will be prorated in addition to the service charge.
- Programs cancelled by either the Parks and Recreation Department or by the client will automatically go on your household account as a credit unless otherwise specified.
- Refunds or credits will not be given after the second class for any program.
- Refund checks will not be issued under \$25.00. All refunds will be returned in the form of a check and takes 4-6 weeks.
- Pass memberships and guest passes and not refundable.
- All refund requests MUST be done in writing.

***On occasion, Village staff may photograph or videotape participants in programs/classes, or at park events/facilities. These photos are for Village of Hinsdale use only, and may be used in publications, brochures, pamphlets, flyers, on-line, Facebook or videos.***