

# Registration Form

Please remember that an **accurate, complete, and legible** registration form is vital for us to contact you.

Participant Name:		Male or Female	
Address:			
City:	State:	Zip:	
Participant Date of Birth:	Age Today:	Shirt Size: YS YM YL AS AM AL AXL AXX	
Parent/Guardian Name:			
Email Address: (Required)			
Primary Phone Contact:		Alternate Phone Contact:	
<input type="checkbox"/> I or My Spouse is willing to Coach/ Name of Prospective Volunteer:			

Program #	Activity Title/Session	Fee

Credit Cards Accepted  
MasterCard and Visa

Name as it Appears on Card \_\_\_\_\_

Signature: \_\_\_\_\_ Expiration: \_\_\_\_\_

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Ein: \_\_\_\_\_  
(on back of card)

I authorize the charges for programs on my card, and I understand I will incur a 2.5% convenience fee for Credit Card Processing.

Credit Card Convenience Fee + 2.5% \_\_\_\_\_  
Total: \_\_\_\_\_

Make checks payable to  
Poquoson Parks & Recreation and  
mail with form to  
Poquoson Parks & Recreation  
830 Poquoson Avenue  
Poquoson, VA 23662  
or deliver to our office at the above  
address. (Use our drop box for after hours)

**PLEASE READ WAIVER AND SIGN BELOW– Each adult must sign a separate waiver. A parent/guardian must sign for their children ages 17 and under.**

I have had explained to me the nature of the activity in which I am or my child is being enrolled.  
I understand that there are certain risks associated with this activity & that it is the duty of each participant to exercise reasonable care for his own safety and that of other participants.  
If this consent is given for my child, I also understand that, while participating in the activity, my child will be expected to behave in a reasonable and responsible manner and that the activity's supervisory staff have the authority to discipline my child in a manner similar to that imposed in Poquoson City's public schools.  
While it has been explained to me that the City of Poquoson prides itself upon the competency and dedication of its staff, I understand that, under Virginia law, both the City of Poquoson and its employees, its officers, and agents are immune from liability for negligence should I or my child suffer any injury while participating in the activity and that I may consider procuring insurance to protect myself or my child from such occurrences. With all of this in mind, I hereby give my consent to enroll me or my child in the activity listed above, specifically agreeing and consenting to the following where applicable:

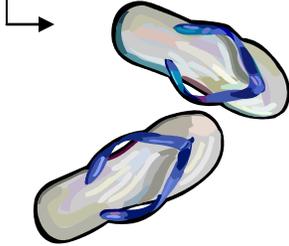
- (1) I agree to allow photographic images of myself (my child) to be taken and utilized for promotional purposes by the City of Poquoson
- (2) I agree to allow myself or my child to be transported from the publicly advertised pick-up site to participate in the activity(s) listed above at the site identified in the activity information should it be required as described in the program.
- (3) I will be responsible for the payment of fees imposed by the City for the activity(s) I am registering.
- (4) I agree that I will and my child will behave in a sportsmanlike manner, and will not harass, or behave in a negative manner towards any coaches, children, referees or those in attendance at any Parks and Recreation Activity that I or my child may be attending or participating in at any time. And, I further understand I can be removed for such occurrence at the discretion of PPR officials, to include myself, my child or those in attendance related to my child's attendance at any time for said behavior.
- (5) I agree for my phone, address, and email information to be provided to coaches and/or instructors as necessary as related to the program I am registering.
- (6) I have read the Refund Policies of the Department and understand they are available for review at the Parks and Recreation Website, and within the Island Tide.

Participant or Parent/Guardian of Participant \_\_\_\_\_

Date \_\_\_\_\_

# Easy Ways to Register

## WALK-IN



Visit Us! We love to see you.  
Office hours are Monday thru Friday  
8:30am-4:30pm at the Municipal Building  
830 Poquoson Avenue, Poquoson VA 23662  
757-868-3580

Check, Cash, Visa or Mastercard  
*Afterhours you may utilize our dropbox on  
the front of the Municipal Building*

## MAIL-IN



Make Checks Payable to  
"Poquoson Parks & Recreation"  
Send Registration to:  
Poquoson Parks & Recreation  
830 Poquoson Ave  
Poquoson , VA 23662

## FAX-IN



*Complete the registration Form and Fax it to  
757-868-3585.*

Mastercard or Visa payment is only accepted  
by fax. Be sure to sign your registration form  
and provide all proper credit card information.  
Note the on all credit card payments a 2.5%  
Service fee will be charged for the use of  
your credit card as a form of payment.

## Registration Policies

All programs listed within this publication are filled on a first-come, first serve basis, unless noted. Your receipt is your confirmation. Each program must draw a minimum number of participants or it will be cancelled. The City of Poquoson reserves the right to cancel, postpone, or combine programs, or change instructors to best provide the program for everyone.

If an activity is cancelled due to low enrollment, you will be refunded your total program fees, less credit card transaction fees.

Please be sure to observe all registration closing dates for activities. Program fees must be paid at the time of registration. No registration is considered complete until payment is made and proper registration received.

Call-in registration is NOT accepted. Registering after closing dates cannot guarantee your acceptance or space availability. In some cases, late registration will result in an additional fee if space is available. Be aware that supplies may not be available to you due to late registration.

If a program is cancelled by the Parks and Recreation Department, the registrant will receive a full return of monies paid less the 2.5% credit card fee or a credit voucher. This process may take up to 4 weeks for you to receive your funds.

**REFUNDS: By registering for a program you agree to the following & in all cases understand that:**

- 1) No refunds will be granted after the first class has begun.
- 2) No refund will be granted to a participant if you cancel later than 2 business days prior to the start of class.
- 3) No refund will be granted when supplies have been purchased on your behalf, regardless of the time of notification.
- 4) Specific programs have a no refund policy; this is noted in the program description.
- 5) All amusement park tickets are non-refundable.
- 6) Cancellation policies for facilities rental/use are stated on the respective reservation/use forms.
- 7) In the event of sickness or injury, refunds must be requested in writing in person to the Parks and Recreation Office.

A doctor's note must be provided with the request. A refund is not guaranteed in this case but may be considered and may be pro-rated.

- 8) A \$10 service charge will be deducted from all refunds.
- 9) *Refunds will not be granted as a result of Schedule changes due to weather.*
- 10) Poquoson Parks and Recreation does not prorate refunds.
- 11) No refund is guaranteed unless the requestor has a receipt showing proof of payment.
- 12) No claims for refund will be accepted after the program has started.
- 13) Parks and Recreation reserves the right to handle a request on a case by case basis.