

## 1. PAYER INFORMATION

Primary Guardian's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Emergency Contact Name/Phone: \_\_\_\_\_ Primary Guardian's Birthday (mm/dd/yyyy): \_\_\_\_\_

☐ Special Accommodations (check if needed) See "Statement of Accessibility" on the reverse side of this form

☐ I have read and fully understand the policies and the Carmel Clay Parks & Recreation Waiver and Release on the reverse side of this form. I understand my signature, or my primary guardian's signature if I'm under 18, is required to take part in Carmel Clay Parks & Recreation programs.

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

## 2. PARTICIPANT INFORMATION

### REGISTRATION INFORMATION

PARTICIPANT'S NAME (FIRST & LAST)	BIRTHDATE (mm/dd/yyyy)	GENDER	ACTIVITY CODE	SECTION	ACTIVITY NAME	FEE
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	/ /					
	/ /					
	/ /					
	/ /					
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TOTAL AMOUNT PAID \$ \_\_\_\_\_

## 3. PAYMENT INFORMATION

☐ Cash (drop-off only)

☐ Check # \_\_\_\_\_ (Payable to Carmel Clay Parks & Recreation)

☐ VISA or MasterCard (complete box below)

☐ American Express (complete box below)

Initial: \_\_\_\_\_ By completing a box below, I authorize Carmel Clay Parks &amp; Recreation to process the payment(s) indicated.

### Credit Card Information

Account #: \_\_\_\_\_ Exp. Date (mm/yy): \_\_\_\_ / \_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder Name (Please print): \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

## 4. WAIVER AND RELEASE

On my behalf and on behalf of my heirs and assigns, I HEREBY RELEASE, WAIVE, DISCHARGE, COVENANT NOT TO SUE AND AGREE TO HOLD HARMLESS THE CARMEL/CLAY BOARD OF PARKS AND RECREATION, THE CARMEL CLAY PARKS & RECREATION DEPARTMENT, CITY OF CARMEL, CLAY TOWNSHIP, ITS AND THEIR OFFICIALS, OFFICERS, MEMBERS, INDEPENDENT CONTRACTORS, EMPLOYEES AND VOLUNTEERS (the "Releasees"), from any and all claims or liability for personal injury or property damage my child and/or I may cause or suffer directly or indirectly arising out of or relating in any respect to participation in a program, event, service or facility provided by or made available through the Carmel Clay Parks & Recreation Department. This waiver and release of all claims, demands, actions, and liability shall include, without limitations, any injury, damage or loss to person or property which may be (a) caused by any act, or failure to act, by Releasees even if said injury, damage or loss results from the negligence of any or all of the above-identified Releasees or (b) sustained by me during and/or at the Carmel Clay Parks & Recreation program, event, service or facility in which and/or my child participate(s).

**Photo & Video Policy:** Photos and video are periodically taken of participants in a class, during a special event or at Carmel Clay parks and facilities. Please be aware that these photos and video footage are for the Carmel Clay Parks & Recreation Department's use only and may be used in the Department's publications and website. All photos are the property of the Carmel Clay Board of Parks & Recreation. For more information, please contact the Marketing Manager at 317.573.4020 or llabas@carmelclayparks.com.

**Statement of Accessibility:** The Carmel Clay Parks & Recreation Department 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 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 will participating, spectating or attending any program, event, service and/or facility provided by the Carmel Clay Parks & Recreation Department. 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. The following guidelines are designed to provide safe and enjoyable facilities for all users. Users shall:

- Show respect to all users and facility staff/supervisors.
- Take direction from facility staff/supervisors.
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, other users or facility staff/supervisors.
- Refrain from damaging equipment, supplies and facilities.

A written or verbal warning shall be given to users/spectators if the Code of Conduct rules have been violated. If there is a second occurrence, users/spectators shall be withdrawn from the facility without a refund.

**Possible Changes in Listings:** Carmel Clay Parks & Recreation 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.

**Declined Auto Payments/Returned Checks:** Pass privileges and participation in fee-based programs and services shall be suspended until all delinquent fees are paid in full.

**Refund Policy:** If a class is cancelled by Carmel Clay Parks & Recreation, a full refund - less a \$7 service charge - will be given. For any other reason, a Refund Request Form may be filled out and submitted at least 7 days prior to program start date. All refunds are subject to approval of the Monon Community Center Division Manager. All check refunds are subject to State Board of Accounts claim procedures and may take up to 3-4 weeks to process.

## 5. RETURN TO

<b>Online</b>	<b>Walk-In</b>	<b>MAIL</b>	<b>FAX - credit cards only</b>	<b>Call (excludes pass registration)</b>
www.carmelclayparks.com	Monon Community Center 1235 Central Park Drive East Carmel, IN 46032	Carmel Clay Parks & Recreation ATTN: Registration 1235 Central Park Drive East Carmel, IN 46032	ATTN: Registration 317.573.5254	317.848.7275