

Clear Lake Parks & Recreation Department

Registration Procedure

Registrations will be accepted in any of the three ways listed below. Phone registrations are not accepted for any programs. Forms are available at the Parks and Recreation office, City Hall, on page 26-28 of this brochure, and online at www.cityofclearlake.com. Some programs have a minimum or maximum number of participants. This is done to ensure the quality of our activities. All programs are filled on a first-come/first-served basis, so please register early. Late registrations may be accepted after a class or activity has started, if space is available. A \$5 late fee is charged for registration after program deadlines. Fees will not be prorated.

Fee Payment/Returned Checks

All fees must be paid at the time of registration. Fees due may be paid in cash or check. Checks should be made payable to "City of Clear Lake". There is a \$25 fee for any returned check. If a check is returned, both the amount of the check and the returned check charge must be covered in cash.

Refund Policy

Refunds will only be given up to the first day of the program. After that, no refunds will be given unless the program is cancelled/postponed or if the enrollee is unable to participate because of unforeseen medical reasons. The refund will then be prorated based on the number of classes attended. If more than 50% of the program has been completed, no refund will be issued.



How to Register for Programs

All registrations need to be made at City Hall. There are 3 easy sign-up options for your convenience:

Mail-in Registration

Fill out registration form in booklet and mail with payment to: *
City of Clear Lake
Parks & Recreation
P.O. Box 185
Clear Lake, IA 50428

In Person

at City Hall *
15 N. 6th St.
Clear Lake

Place registration form and payment in a sealed envelope and place in outdoor payment drop box (blue box) at City Hall 15 N. 6th St. Clear Lake

REGISTRATION FORMS FOR PARKS & RECREATION ACTIVITIES FOLLOW THIS PAGE

Registrations will be processed by random selection daily. Unless we inform you otherwise, you are registered for your first choice. Checks are payable to: City of Clear Lake. All fees must be paid in full. Registrations with incorrect fees will be notified by telephone and held from processing until the correct fee is paid. A registration form can be found in this brochure. You can also download a form from our web page at www.cityofclearlake.com