

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 16 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. 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 canceled/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

A REGISTRATION FORM FOR PARKS & RECREATION ACTIVITIES APPEARS ON THE REVERSE

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

Registration Form

Complete one form per person. Form may be duplicated.

Use dark ink pen and print clearly. Processed in order by date received. Payment must accompany registration.

FIRST NAME: _____ LAST NAME: _____
 ADDRESS: _____
 CITY: _____ ZIP: _____
 HOME PHONE: _____ CELL PHONE: _____
 DAYTIME PHONE: _____ E-MAIL: _____
 AGE ON 6/01/09: _____ GRADE FALL 2009: _____ GENDER (M or F): _____
 PARENT'S/GUARDIAN'S NAME: _____
 EMERGENCY CONTACT: Name: _____
 Phone Number: _____

Program/Activity Name	Session #	Swim Level (if applicable)	Time	Fee
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Dance Clinic T-shirt (Optional)	Circle size: YM YL AS AM AL AXL	\$10.00
Cheer Clinic T-shirt (Optional)	Circle size: YM YL AS AM AL AXL	\$10.00
Softball T-shirt (Optional)	Circle size: YM YL AS AM AL AXL	\$10.00
Baseball T-shirt	Circle size: YM YL AS AM AL AXL	\$0 (incl.in fee)

FEE TOTAL: \$ _____
 Checks payable to: "City of Clear Lake"

By signing this agreement, I the participant, parent, and/or guardian understand that participation in this activity may result in some type of injury and protective equipment does not prevent all injuries to participants. I hereby give permission for my child, ward, or myself to participate in the below registered program and/or activity and certify that my child (or myself) is physically fit to join in the activities. I hereby waive, release, and agree not to hold the City of Clear Lake Parks and Recreation Department sponsors, supervisors, and volunteers liable for any injuries that may occur as a result of participation in these activities. I also give my permission for any photos/videos, etc. of these participants taken during a program to be used for future departmental promotional materials. Please take note and govern yourself accordingly.

THE CLEAR LAKE PARKS AND RECREATION DEPARTMENT AND THE CITY OF CLEAR LAKE HAVE NO ACCIDENT INSURANCE TO PROTECT THE PARTICIPANTS

PARENT/GUARDIAN SIGNATURE (REQUIRED) X _____
 Date _____
 (No confirmations will be sent. Please mark your calendar.)

For office use only:

Date Rec'd _____

Ck _____ Cash _____