

Registration Information

Online Registration

www.waukeganparks.org

By Mail Registration

1. Clip out the registration form and fill it out completely. Be sure the program ID number is correct. This is how we determine which program you desire.
2. Mail the form along with a check, money order or charge information to the address listed. Please be sure that the check or money order is payable for the exact amount. Please do not pay by cash for mail-in registration.

Attn.: Belvidere Recreation Center
Waukegan Park District
2000 Belvidere Street
Waukegan, IL 60085

In-person Registration

1. In-person registration for Park District residents takes place at the Belvidere Recreation Center, Field House Sports & Fitness Center and Jack Benny Center for the Arts.

Program Changes and Cancellations

- Programs are sometimes cancelled or altered due to low registration or changes in staff or facility availability.
- You are entitled to a full refund for a program that has been cancelled by the Park District. Refunds will be issued usually within 7-14 days, in accordance with our Accounts Payable schedule.

Remember

- Online and mail-in registrations receive priority. If you want to be sure to get into a popular program this is the way to do it.
- We cannot accept any registration by telephone (unless otherwise specified).
- We will take waiting lists for programs that are filled and expand a class maximum if it is possible.
- Non-residents must pay a larger fee for each program, usually 20% more than the resident program fee (10% for special events, pre-school and older adult programs).
- We may require proof of your Park District residency.
- VISA, Discover and MasterCard are accepted.
- Cancellations initiated by patrons prior to the start of a program are entitled to a refund, less applicable service charges. Refunds will be issued usually within 7-14 business days, in accordance with our Accounts Payable schedule.
- We do not give refunds for programs after they have started.
- We charge a \$10 fee for withdrawing from a program to cover administrative expenses.

Are You Covered?

The Waukegan Park District does not carry medical or accident insurance for participants in Park District programs. Please review your own personal health insurance plan to be sure that you and your family have proper coverage.



How to Read the Program Information

The following is an example of the format used to present program information. The format allows for more information to be included in less space.

Program Title (Age Limits) Resident (\$) Fee/Non-Resident (\$) Fee
The program description and other important information will appear in the paragraph(s) below the course title. Some programs have specific information that the instructor would like you to know before registering. Other programs are self-explanatory, but you are encouraged to read all of the information.

Location	Day(s)	Session(s)	Time(s)	Reg. by Date	Program #
Resident:		Res			
Non-Resident:		Non-Res			
Day(s):	Monday (MO) Thursday (TH)	Tuesday (TU) Friday (FR)	Wednesday (WE) Saturday (SA)		
	Sun (SU)				

Location	Abbreviation
Belvidere Park	BP
Belvidere Recreation Center	BRC
Ben Diamond	BD
Bevier Center	BEV
Bonnie Brook Golf Course	BBGC
Bowen Heritage Circle	BHC
Bowen Park	BO
Brunswick Zone	BZ
Community Recreation Center	CRC
Country Lane Park	CL
Douglas House/Upton Park	DH
Field House Sports & Fitness Center	FH
Greenshire Golf Course	GGC
Grosche Field	GF
Howard Ganster Pool	HGP
Jack Benny Center for the Arts	JBC
Jane Addams Center	JAC
Kiley Center	KC
Lilac Cottage	LC
Plonien Park	PL
Corrine J. Rose Administrative Center	RAC
To Be Determined	TBD
Upton Park	UP
Victory Park	VI
Visual Arts Center	VAC
Waukegan Beach	WB
Waukegan Skate Park	SP
Washington Elementary School	WE
Waukegan Freshman Center	FC
Waukegan History Museum	HM
Waukegan SportsPark	WSP
Weiss Field	WF

Session(s) : The month/day when the program begins and the month/day when the program ends.

Reg by Date: The "Reg by" date is when the Park District has to determine the future of the program based on the number of participants registered. So, it is important to register by the date indicated.

Program #: The program number is important registration information. Each session is assigned a program number. Take your time while completing the registration form. Look it over to make sure the information is correct.

Most sessions require a minimum and a maximum number of participants. We reserve the right to cancel a class if there aren't enough participants.

**For additional information, call 847-360-4700
or visit www.waukeganparks.org**

Registration Form

Please print clearly and fill out this form completely.

Have you ever registered for a Waukegan Park District program? YES NO Are you a Waukegan Park District resident? YES NO

PARENT'S NAME/PAYER'S NAME			MAY WE COMMUNICATE WITH YOU VIA E-MAIL (INFORMATION, SCHEDULE CHANGES, OTHER PROGRAM INFO)? <input type="checkbox"/> YES <input type="checkbox"/> NO			
STREET NUMBER	STREET DIRECTION <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W	STREET NAME	STREET TYPE <input type="checkbox"/> AV <input type="checkbox"/> RD <input type="checkbox"/> ST OTHER:	E-MAIL		
ADDRESS 2 (P.O. BOX, APARTMENT NUMBER)						
CITY			STATE	ZIP		
HOME PHONE			WORK PHONE	FAX		
EMERGENCY CONTACT PERSON			EMERGENCY PHONE			
PARTICIPANT'S NAME (FIRST, M.I. LAST)		SEX	BIRTHDATE	PROGRAM #	PROGRAM NAME	FEE
		<input type="checkbox"/> M <input type="checkbox"/> F	/ /			
		<input type="checkbox"/> M <input type="checkbox"/> F	/ /			
		<input type="checkbox"/> M <input type="checkbox"/> F	/ /			
		<input type="checkbox"/> M <input type="checkbox"/>	/ /			
		<input type="checkbox"/> M <input type="checkbox"/> F	/ /			
METHOD OF PAYMENT <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> DISCOVER	CARD NUMBER	EXP. DATE		<input type="checkbox"/> SCHOLARSHIP <input type="checkbox"/> DISCOUNT <input type="checkbox"/> GIFT CERTIFICATE		-
NAME (PRINT AS IT APPEARS ON CARD)		SIGNATURE X		TOTAL \$		

The Waukegan Park District welcomes individuals with special needs into programs. Please describe any accommodations needed for successful inclusion in the program(s): _____

Important Information

The Waukegan Park District (hereinafter referred to as WPD) is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in the highest possible regard. The WPD continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for the below listed programs/activities must recognize that there is an inherent risk of injury when choosing to participate in recreational activities/programs.

You are solely responsible for determining if you or your minor child/ward are physically fit and/or skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

Warning of Risk

Recreational activities/programs are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity/program. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers and injuries due to inclement weather, slipping, falling, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor and outdoor recreational activities/programs exist. In this regard, it must be recognized that it is impossible for the WPD to guarantee absolute safety.

Waiver and Release of all Claims and Assumption of Risk

Please read this form carefully and be aware that in signing up and participating in the identified programs/activities, you will be expressly assuming the risk and legal liability and waiving and releasing any and all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in these programs/activities (including transportation services/vehicle operation, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in these programs/activities, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims my minor child/ward or I may have (or accrue to me or my child/ward) as a result of participating in any and all programs/activities against the (WPD), including its officials, agents, volunteers, independent contractors, instructors and employees.

In the event of an emergency, I authorize Park District Staff to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for my minor child/ward and agree that I will be responsible for the payment of any and all medical services rendered.

I have read and fully understand the above important information, warning of risk, assumption of risk, waiver and release of all claims, and photo/video authorization. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

X _____
SIGNATURE OF PARENT, GUARDIAN OR PARTICIPANT DATE

PRINT NAME OF PARENT, GUARDIAN OR PARTICIPANT EMPLOYEE ACCEPTING REGISTRATION

IF THE SIGNATURE OF ADULT PARTICIPANT OR PARENT/GUARDIAN OF YOUR MINOR CHILD/WARD AND DATE ARE NOT ON THIS WAIVER, PARTICIPATION IN ACTIVITIES/PROGRAMS WILL BE DENIED.