

General Information & Registration

YOU MAY REGISTER:

ONLINE

Pay with credit card

Visit our website at www.waukeganparks.org



MAIL-IN

Pay with check or money order

To Belvidere Recreation Center
Waukegan Park District
2000 Belvidere Street
Waukegan, IL 60085



IN PERSON

Pay with cash, check, credit card or money order

Belvidere Recreation Center
Jack Benny Center for the Arts
The Field House Sports & Fitness Center
MO-FR 9am-9pm
SA & SU 9am-2pm



Illinois Relay Center

The Illinois Relay Center enables people who have speech impairments or who are deaf or hard of hearing who use a TDD to contact persons without a TDD, and vice-versa, at no cost. You can contact the Park District during our regular office hours of 9am-5pm, Monday through Friday using the Illinois Relay Center. To use this service call 1-800-526-0844 (TDD only) or 1-800-526-0857 (voice).

Full Access For All – ADA

Waukegan Park District advocates full participation under the Americans with Disabilities Act (ADA), which prohibits discrimination in the provision of programs, services or activities to individuals with disabilities. Every attempt at reasonable accommodation will be made so that individuals may participate in desired programs. If you have any questions on accessibility, please contact Mike Trigg, Superintendent of Parks, our ADA Coordinator, at 847-360-4725.

Waukegan Park District is committed to meeting your unique, individual leisure needs. Please call us if we can assist you at any time at 847-360-4760. Please attach a description of any accommodations needed to your registration form. This procedure will help ensure your enjoyment of our program.

Special Accommodations

It is the responsibility of the parent or participant to notify the District of any medical, physical and/or mental conditions that may require special consideration by the District staff. This is for everyone's protection, and your confidentiality will be respected.

Resident and Non-Resident Fees

Residents support Waukegan Park District programs, facilities and services through property taxes. Therefore, residents pay reduced fees and non-residents generally pay greater fees. Waukegan Park District boundaries encompass areas outside of the City of Waukegan boundaries. People living within the Park District boundaries pay taxes to the District and are therefore considered Waukegan Park District residents. The quickest way to determine your Park District resident status is to check your residence property tax bill, which lists the park district you pay taxes to or call the Park District at 847-360-4700.

Participant Behavior Guidelines

Please be advised that fighting, rough play, threatening bodily harm, disorderly conduct, profanity and disrespect of staff or others are prohibited. Violations may lead to immediate removal from facility. The Waukegan Park District reserves the right to revoke membership and/or daily privileges for failure to abide by the rules and regulations without refund.

NEW! PROGRAMS THIS ISSUE

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Be A Good Neighbor

Please respect the rights and property of the neighbors living by the parks! A few reminders:

- Use the sidewalks and pathways when walking to parks. Cutting through private yards is not appropriate.
- Trees, bushes, fences, etc. should not be used as bathrooms. We suggest family members use their own bathrooms before visiting parks.
- Trash should be discarded into trash cans in the park. When not put into cans, it often blows into neighbors' yards.
- By following these guidelines, your visit can be more enjoyable for everyone. Please report any vandalism by calling 847-360-4725.
- Our parks are tobacco free.

Leave Footprints – Not Trash

We ask people who visit our parks to “leave footprints behind, not trash.” Brown trash barrels are placed throughout our parks; help us put litter in its place. Please recycle when available.

Citizen Advisory Committees

Through citizen involvement, the park district has formed several advisory committees. If you would like to become an active member of a committee, contact the staff at the phone numbers listed below:

American Independence Festivities Committee

Jay Lerner, 847-782-3622

Cultural Arts Advisory Committee

Claudia Freeman, 847-360-4740

Golf Advisory Committee

Jim Glogovsky, 847-360-4756

Recreation Program Advisory Committee

Jay Lerner, 847-782-3622

Special Recreation Program Advisory Committee

Julie Schneider, 847-360-4762

Photo Policy

Photographs and videos are periodically taken of people participating in Park District programs and activities. All persons registered for Park District programs/activities or using Park District property thereby agree that any photograph or video taken by the Park District may be used by the Park District for the promotional purposes including, but not limited to, posting the photograph/video on the Park District's website, and/or its promotional videos, brochures, fliers, and other publications without additional, prior notice or permission and without compensation to the participant.

Pets

Pet owners, please remember that the Park District enforces the “Pooper Scooper” law. Walk your pet on a leash and clean up after it. No animals are allowed in playgrounds or fenced areas of any park except for the dog exercise area at Larsen Nature Preserve.

Park Security Program

When visiting a park you may notice a police officer patrolling the area. The Waukegan Park District and the City of Waukegan have a cooperative program to increase security in our park system and facilities. Off-duty police are hired to patrol parks and routinely walk through the parks, visit programs and assist park users. Also, throughout the day and night regular police officers make patrols during their normal shift. If you witness a crime or vandalism occurring in a park or golf course, please report it immediately to the Waukegan Police Department, 847-360-9000, or the Waukegan Park District, 847-360-4725. If the incident constitutes an emergency, please dial 911.

Vandalism

Each year, the Waukegan Park District suffers thousands of dollars worth of damage from vandalism, and these costs are absorbed by the taxpayers. If you witness vandalism, please notify the police at 847-599-2608, or call the Parks Department at 847-360-4725 with any information that could lead to the apprehension of the vandals.

Editorial Policy

The Waukegan Park District makes every effort to ensure the accuracy of all materials in this brochure. If you find an error, our customer service staff will do their best to provide accurate and up-to-date information. You may call them at 847-360-4700.

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 or money order 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

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 are typically issued within 7-14 business 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 phone (unless otherwise specified).
- We will take waiting lists for programs that are filled and expand a class maximum if possible.
- We may require proof of your Park District residency.
- VISA, Discover and MasterCard are accepted in-person only.
- 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.
- Residents support Waukegan Park District programs, facilities and services through property taxes. Therefore, residents pay reduced fees and non-residents generally pay greater fees. Waukegan Park District boundaries encompass areas outside of the City of Waukegan boundaries. People living within the Park District boundaries pay taxes to the District and are therefore considered Waukegan Park District residents. The quickest way to determine your Park District resident status is to check your residence property tax bill, which lists the park district you pay taxes to or call the Park District at 847-782-3300.
- Non-resident fees are the second fee listed in the program description. Resident (\$) Fee/Non-Resident (\$) Fee

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.

**For additional information, call 847-782-3300
or visit www.waukeganparks.org**

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 Program # Age Limits
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)	Time(s)	Reg by Date	Resident (\$)	Fee/Non-Res.(\$)	Fee	Section #
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Abbreviations

Resident: Res	Non-Resident: Non-Res		
Day(s):	Monday (MO)	Tuesday (TU)	Wednesday (WE)
	Thursday (TH)	Friday (FR)	Saturday (SA)
	Sunday (SU)		

Location	Abbreviation
Arena Training	AT
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
Boys and Girls Club	BG
Brunswick Zone	BZ
Children's Garden	CG
Country Lane Park	CL
Douglas House/Upton Park	DH
Field House Sports & Fitness Center	FH
Greenhouse in Bowen Park	GH
Greenshire Golf Course	GGC
Grosche Field	GF
Howard E. Ganster Pool	HGP
Henry Pfau Callahan Park	HPC
Jack Benny Center for the Arts	JBC
Jane Addams Center	JAC
Kiley Center	KC
Lilac Cottage	LC
Larsen Nature Preserve	LNP
Plonien Park	PL
Corrine J. Rose Administrative Center	RAC
Ray Bradbury Park	RBP
Round Lake Sports Center	RS
Sunset Lanes	SL
To Be Determined	TBD
Upton Park	UP
Ultimate Gymnastics Gym	UG
Veterans Memorial Plaza (Washington Park)	VP
Victory Park	VI
Visual Arts Center	VAC
Washington Elementary School	WE
Waukegan Beach	WB
Waukegan History Museum	HM
Waukegan Skate Park	SP
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.

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			PARENT'S BIRTHDAY / /	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:		
ADDRESS 2 (P.O. BOX, APARTMENT NUMBER)			E-MAIL		
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"/> F	/ /			
	<input type="checkbox"/> M <input type="checkbox"/> F	/ /			

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

<input type="checkbox"/> SCHOLARSHIP	<input type="checkbox"/> DISCOUNT	-
<input type="checkbox"/> GIFT CERTIFICATE		
TOTAL \$		

Important Information

The Waukegan Park District (hereinafter referred 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.

I further agree to indemnify, hold harmless and defend the WPD and its officers, agents, servants and employees from any and all claims associated with the activities of this program.

I do hereby release and forever discharge the WPD from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with or in any way associated with these programs/activities.

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 indemnification and hold harmless. 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.