



Adult Registration Form

Participant Information * Please complete a separate form for each participant

First Name: Last Name:

Date of Birth: Month | Day | Year Age: Gender:

Address: Town: Postal Code:

Phone: Email:

Emergency Contact: Emergency Phone:

Do you have any medical/general health/behavioural concerns that the staff should be aware of?

YES NO

If you answered yes, please explain in greater detail below:

Program Information:

Session #	Program Name	Day of Week	Start Date	Time	Fee (before HST)

FOR OFFICE USE ONLY

TOTAL Program Fees (including HST)

- Payments accepted at Town Hall:** Cash, Cheque, Visa/Mastercard, Debit
- Payments accepted at Arena:** Cash only (exact amount, including HST)
- Payments accepted at Museum:** Cash, Cheque, Visa/Mastercard, Debit
- Payments accepted online through RecDesk:** Visa/Mastercard

In consideration of the acceptance of my application and the permission to participate in a program sponsored by the Recreation & Community Services Department, Town of Penetanguishene, I hereby waive and forever discharge the Corporation of the Town of Penetanguishene, its employees, agents, instructors, officers, and elected officials from all claims, damages, costs and expenses in respect to injury or damage to my person or property, however caused, which I may sustain as a result of my participation in the program, provided such claims are not caused by the negligence of the Town of Penetanguishene. By signing below you agree to all terms and conditions.

Participant Signature: Date:

TOWN OF PENETANGUISHENE PROGRAM TERMS & CONDITIONS

Registering for any Town of Penetanguishene Recreation & Community Services Department program constitutes acceptance of the Terms and Conditions contained herein and attached hereto.

LIMITED SPACE Each program is assigned a maximum # of participants, please register early to avoid disappointment. Submission of a registration form does not constitute immediate acceptance into the program. Online registration is recommended for high demand programs. Registrations will be processed in the order received and those who register in person on opening day will be served prior to forms submitted by email/fax. An email will be sent to all registered participants prior to the start of your program to confirm the program details. Once a class has been filled, interested registrants can join a waiting list in order of the date registrations are received. Registrations will be accepted until the class is full, and late registrations are welcome, but subject to availability. Registration fees will not be pro-rated or altered based on late registration.

DROP-IN PROGRAMS Only select programs have a drop in option. Please review the seasonal Rec Guide for details.

AGE OF PARTICIPANT Activities and programs are designed for a specific age group, and are often based on specific skill levels. Programs have been developed to serve the best interest of all participants in our classes. Please contact the Recreation & Community Services Department if you have any questions.

PARTICIPANT BEHAVIOUR Our programs are committed to providing a safe and respectful environment for all participants. Therefore, any form of physical violence or aggression will not be tolerated. Unless explicitly required by the program (e.g., touch football), there should be no physical contact between participants. Both program instructors and participants should feel safe and free from any sense of threat or intimidation at all times. In instances where a child demonstrates undesirable behavior that is common for their age and stage of development, a warning may be issued before considering removal from the program. Our aim is to support the healthy development of all participants while maintaining a safe and inclusive environment for everyone involved.

MISSED CLASSES We try our best to not cancel any classes during our planned sessions, but unfortunately some instances are out of our control that require classes to be cancelled and may include; Instructor Illness/Availability, Poor Weather Conditions, Facility Closure/Not Available, Emergencies. If a class is cancelled, we will attempt to provide a make-up class, but please note that in some instances, this may not be available and no refund will be provided. Classes will be scheduled to operate in all types of weather conditions. If a class is cancelled due to poor weather, an email will be sent out to all participants, and if time permits a phone call to those with no email address on file to notify you of the cancellation. If you do not hear anything, then assume the class is running, or you may call Town Hall weekdays prior to 4:30 pm to verify 705-549- 7453.

MODIFICATIONS/CANCELLATIONS The Town of Penetanguishene reserves the right to modify/cancel programs even after registrations have been processed, due to insufficient enrolment in a class, or for operational needs. Refunds will be processed for any classes that get cancelled by the Town, prorated on the percentage of the course remaining.

LOST OR STOLEN ARTICLES The Town is not responsible for any damage to or loss of any property brought onto the premises.

PAYMENT

Payments accepted at Town Hall: Cash, Cheque, Visa/Mastercard, Debit

Payments accepted at Arena: Cash only (exact amount, including HST)

Payments accepted at Museum: Cash, Cheque, Visa/Mastercard, Debit

Payments accepted online through RecDesk: Visa/Mastercard

The Town of Penetanguishene will charge an administrative fee of \$45.00 for cheques that are returned to us by the bank. If this should occur, your registration will be null/void until you replace your original cheque with Cash/Debit/Visa/MasterCard, in the amount of the total program registration fee plus the \$45.00 administration fee.

REFUNDS

- Refund by credit to online account (RecDesk): Approved refund requests/withdrawals will be refunded based on the program fees paid. All refunds will be prorated on the percentage of the course remaining at the time of the withdrawal request, which must be submitted by email or in person. Refund requests will not be approved if less than 75% of the session dates remain. Please allow 2 to 3 weeks to process refunds.
- Refund by Electronic Funds Transfer (EFT): Approved refund requests/withdrawals will be refunded based on the program fees paid, minus a \$20.00 administrative fee per person, per program. All refunds will be prorated on the percentage of the course remaining at the time of the withdrawal request, which must be submitted by email or in person. Refund requests will not be approved if less than 75% of the session dates remain. If a refund by EFT is requested, a completed EFT form and direct deposit slip must be submitted to finance@penetanguisherne.ca. Please allow 2 to 3 weeks to process refunds.