

# Account and Program Registration Form

Remember you can also register online with RecLink at [parks.raleighnc.gov](http://parks.raleighnc.gov)



## Raleigh Parks

### Main Contact

Raleigh Resident  Non-resident Add \$15 to course.

Non-resident fees do not apply to Specialized Recreation Programs or courses less than \$15.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ \*Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Registration Receipt: (for mail-in) I would like my receipt (please check one)  emailed (valid email address required)  printed/mailed

*\*By providing my email address I agree to receive email communication from Raleigh Parks, Recreation and Cultural Resources.*

The City of Raleigh Parks, Recreation and Cultural Resources Department welcomes the participation of all individuals, including those with disabilities or special needs. We are committed to compliance with the ADA and will provide reasonable accommodations to facilitate participation in our programs. To ensure that reasonable accommodations are in place, program registration or accommodation request should be received at least two weeks prior to the start date of the program. For more information please contact Inclusion Services 919.996.2147

### Participant #1 Information

Participant #1 Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female

Parent/Guardian Last Name If participant is under 18 \_\_\_\_\_ Parent's First Name \_\_\_\_\_

I want Parks, Recreation and Cultural Resources to know about these medical conditions for the participant: \_\_\_\_\_

I want Parks, Recreation and Cultural Resources to know about these disabilities for the participant: \_\_\_\_\_

I request ADA accommodation for the disability/medical condition listed.  Yes  No

Course Barcode	Program Name	Location	Date	Time	Fee
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____

Participant #2 Name DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female

Parent/Guardian Last Name If participant is under 18 \_\_\_\_\_ Parent's First Name \_\_\_\_\_

I want Parks, Recreation and Cultural Resources to know about these medical conditions for the participant: \_\_\_\_\_

I want Parks, Recreation and Cultural Resources to know about these disabilities for the participant: \_\_\_\_\_

I request ADA accommodation for the disability/medical condition listed.  Yes  No

Course Barcode	Program Name	Location	Date	Time	Fee
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____

### Account Information

Create a New Account  Update my Account  Please send me My Family PIN and Client Barcode

### Registration Information

Payment is required at the time of registration. Please use this form for registration, and mail to the facility where the program is held.

Non-City of Raleigh Resident Fee (\$15/course) \$ \_\_\_\_\_

I would like to make a donation to support a child's participation in  
Raleigh Parks, Recreation and Cultural Resources Programs (specify amount) \$ \_\_\_\_\_

**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

### Payment Information

Check # \_\_\_\_\_ (checks payable to City of Raleigh)  Money Order

Credit Card payments may be made at a staffed facility or through the online registration system RecLink. Visit [parks.raleighnc.gov](http://parks.raleighnc.gov) and select "Register on RecLink". If you would like to complete your registration online, but prefer not to pay online with a credit card, you may add a credit to your account prior to online registration by making a payment at a community center or the Recreation Business Office.

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Raleigh  
Parks

## Refund Policy

- **100% refund/credit/transfer if the Department cancels the program** or the facility rental.
- **Refund requests received in writing** at least 14 or more days in advance of the program/rental/team placement date are entitled to:
  - A. 100% credit or transfer of fees to another program at the time of the withdrawal;
  - B. 85% refund based on the total cost of the program or rental;
  - C. 85% credit/transfer/refund of eligible rental fees
- **Refund/credit/transfer requests** received less than 14 days in advance of the program/rental/team placement date will not be granted.
- **Refunds for medical circumstances** requested prior to the program/rental/team placement date will be granted at 100%, pending verification.
- **Outdoor facility** usage canceled due to inclement weather may be rescheduled pending space availability.
- **A transfer** must be requested at the time of withdrawal.
- **A credit** may be used by any family member on the same registration account.
- **Non-attendance/non-participation** in a program does not entitle the patron to a refund.

Refund requests may be sent to: Raleigh Parks, Recreation and Cultural Resources Department [Rbo.registration@raleighnc.gov](mailto:Rbo.registration@raleighnc.gov)

## Photo/Media Policy

I acknowledge and agree that the City of Raleigh may take photographs and video of individuals or groups participating in programs and events and may use any photographs(s) and/or video taken of me or my child to publicize the program and for other City-related purposes.

## Non-Discrimination Policy

The policy of the City of Raleigh is, and shall be, to oppose any discrimination based on actual or perceived age, mental or physical disability, sex, religion, race, color, sexual orientation, gender identity or expression, familial or marital status, economic status, veteran status or national origin in any aspect of modern life. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of Raleigh Parks, Recreation and Cultural Resources Department or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

## COVID – 19 Risks / Release, Indemnity, and Agreement Not To Sue (revised 7/6/2020)

The City of Raleigh has been forced to confront the potential dangers associated with the COVID-19 pandemic. The City's Parks, Recreation, and Cultural Resources (PRCR) Department remains committed to providing high quality programming. However, in order to comply with guidelines from the Centers for Disease Control (CDC) and other federal, state, and local public health agencies, the PRCR Department has implemented additional safety precautions to ensure that program participants and other PRCR Department staff will have a fun, exceptional experience.

The contents of this document supplement applicable program policies (including Camp Policies and School-Based Program policies), the Program Registration Form, and the online registration for participants who registered through RecLink at [parks.raleighnc.gov](http://parks.raleighnc.gov). Unless amended herein, all prior policies applicable to the program for which you have registered remain in effect. Please review the following information carefully to learn more about what the City is doing to maintain a healthy program environment and what participants (or their Parents/Guardians, if applicable) should do before participating in the PRCR program for which you have registered.

### COVID-19 Risks

COVID-19 is a highly contagious and novel viral agent. Its transmission vectors are imperfectly understood, and it may be possible to transmit or become infected by COVID-19 despite strict adherence to guidelines prescribed by the CDC and other federal, state, and local health agencies.

Participants in Raleigh Parks programs will be in a group setting where they may come into contact with other program participants (instructors, coaches, campers, camp counselors, camp program staff, and camp program administrators, etc.). Many program activities will be conducted in a public community center setting. As a result, while PRCR Department staff will make reasonable efforts to adhere to the above-stated guidelines, participants in PRCR programs may be exposed to increased risk of transmission or infection of COVID-19 through various actions or interventions, including but not limited to contact with or proximity to one or more of the following:

- Other program participants, staff members, or administrators;
- The personal belongings of program participants, staff members, or administrators;
- Programming and activity materials including, but not limited to, markers, books, games, toys, recreational equipment, etc.; and
- City of Raleigh community center fixtures and furnishings, including door knobs, chairs, tables, plumbing apparatus, light switches, etc.

I understand that participating in the recreational program selected involves risk of injury or illness. These risks include, but are not limited to, inclement weather, accidents while traveling, food related illness, equipment problems or failures, contact with and actions of other participants, spectators, and volunteers, slips/trips/falls, musculoskeletal injuries, exposure to and illness from infectious diseases, and any and all risks described in the preceding section. I choose for myself or for my child to participate in the selected programs despite the risks. By signing below, I acknowledge all risks of injury, illness, death, and property damage, and affirm that I have assumed all responsibility of injury, illness, or death in any way connected with participation in the program. I also agree for myself and for any child participant to follow all rules and procedures of the program and to follow the reasonable instructions of the counselors, staff members, and supervisors of the program.

## Registration Date Mail-in, Walk-in, and RecLink Registration begins Tuesday, July 28, 2020

By signing below, I acknowledge that I have read, understand, and agree to the City of Raleigh policies listed on this form. Signature is required to complete the registration process.

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent/legal guardian if child is under 18 \_\_\_\_\_ Date \_\_\_\_\_