

Village of Island Lake Parks and Recreation Program

REGISTRATION FORM

(Please use one form per person)

Course Name: _____ **Course:** _____ **Fee:** _____

Participants Name: _____

Address _____

City/Zip: _____ **Email:** _____

Phone: _____ **Cell Phone:** _____

Gender: **M** **F** **Birthdate:** _____ **Age:** _____

Parent Name: _____

Emergency Name: _____ **Phone:** _____

Special Requirements/Comments: _____

Method of Payment: Cash _____ Check# _____

Credit Card (circle one) **MasterCard** **Discover** **American Express**

Credit Card Number: _____ **Expiration Date:** _____

3-digit code _____ **Cardholder Name:** _____ **Amount of Charge:** _____

(A Convenience fee will be applied)

Authorized Signature: _____

Office use only: Date: _____ **\$** _____ **Owed** _____ **Rec.** _____

• Liability and Agreement Waiver •

Please read this form carefully and be aware that in registering yourself or your minor child/ward for participation Village of Island Lake Parks and Recreation Program, you will be waiving and releasing all claims for injuries you or your child/ward might sustain arising out of the activities of this program. "I recognize and acknowledge that there are certain risks of physical injury to participants in programs and I agree to assume the full risk of any such injuries, damages or loss regardless of severity which I or my child/ward may sustain as a result of participating in any activities connected or associated with any such program." "I agree to waive and relinquish all claims I or my child/ward may have as a result of participating in the program against the Village of Island Lake and its officers, agents, servants, volunteers and employees." "I do hereby fully release and discharge the Village of Island Lake and its officers, agents, servants, and employees from any and all claims resulting from injuries, damages, and losses sustained by me or by my child/ward, and arising out of, connected with, or in any way associated with the activities of any of the program(s)." "All fees are due prior to the start of class. The Village of Island Lake reserves the right to deny admission to any child whose fees are not paid in accordance with this agreement. Any unpaid fees are subject to a \$5.00 late fee after the classes start, unless prior arrangements have been made with the administrator. By signing the front of this form you agree to pay all late fees, class fees, court costs and attorney's fees incurred by the Village of Island Lake in enforcing any of the terms of this agreement." "I understand that there may be times when me or my child (ren) will be photographed. These photos may be used for decorating our bulletin boards or other publicity purposes, as well as appears in our Village newsletter, Facebook or Website and give my permission for this." "I have read and fully understand the above release, waiver and photo release." "My signature below as Participant or Parent/Guardian if Participant is under the age of 18 years indicates that I have carefully read and understand the insurance liability waiver and the photo release on this form."

Signature: _____ **Date:** _____

Include a self-addressed, stamped envelope if you would like a confirmation

Mail or bring to:
The Village of Island Lake
Recreation Department
3720 Greenleaf Ave.
Island Lake, IL 60042
Phone: (847) 526-4851

GENERAL INFORMATION

All registrations are processed on a first come-first serve basis. The department reserves the right to cancel or consolidate classes depending on registration. A full refund will be issued for all cancelled classes. All classes are held at the Island Lake Village Hall, 3720 Greenleaf Avenue, except as noted in course descriptions. All participants must register through the Parks and Recreation Department, payment must accompany registration.

PHOTO RELEASE

During the session, there may be times when participants will be photographed. These photos may be used for decorating our bulletin board or other publicity purposes, as well as appear in our Recreation Guides. If you do not wish photos to be taken, please inform the Recreation Administrator.

LATE PICK UP PROCEDURES

Parks and Recreation Staff cannot be responsible for children who are not picked up on time. Offenders will be charged \$15 for every 15 minutes of tardiness, payable before the child can return to class.

REFUNDS

All Recreation classes are run depending upon enrollment. If the Recreation Department cancels a class, a full refund will be issued. All refunds requested must be in writing and are subject to a \$20 handling fee. If you choose to keep the credit on your account, the fee will be waived. NO REFUNDS are given after class begins. Refunds are processed through the Village's Administrative Department and may take 4-6 weeks to be mailed.

FOR MORE INFORMATION

Village of Island Lake
Recreation Department
3720 Greenleaf Ave.
Island Lake, IL 60042
847-526-8764

Contact Parks and Recreation at 847-526-4851

Email: lori.tanzillo@voislk.com

Contact Creative Playtime Preschool at 847-526-8795

Email: preschool@voislk.com

Club Cell Phone at 847-977-9147