

Registration Information

For general information and questions, call **(510) 981-5150**, or email: recreation@ci.berkeley.ca.us

Registration is ongoing and open until filled. City reserves the right to cancel classes with enrollments under minimum requirement.

How to Register

1. Fill out the registration form completely. Print clearly and include a signature.
2. Berkeley residents must provide address verification, i.e. utility bill, California ID/Driver's License.
3. Make checks/money orders payable to **City of Berkeley**.
4. We accept **cash** (exact change), **check/money orders**, or **Visa/MasterCard***

*Credit cards accepted **only** at Recreation Office



Mail-in

City of Berkeley
Recreation Office
1947 Center St. 1st Floor
Berkeley, CA 94704



Walk-in

Recreation Office
1947 Center St, 1st Floor
9:00 AM – 5:00 PM



Fax-in

Completed registration form with credit card info to (510) 981-5160

Or register at Community Centers or pool facilities during business hours for programs held at those sites.

Low Income Fee Support is available provided applicant meets eligibility and verification requirements. You must submit an application and documentation at the time of registration. Low Income Fee Support applications can be obtained at any of the Community Centers or at Recreation Office, and on the website www.cityofberkeley.info/recreation

Refund Policy All requests for refunds must be directed to the Recreation and Youth Services Manager, 1947 Center Street, Berkeley, CA. 94704. The original receipt must be submitted with a written request for a refund. The request must state the reason for the refund, and the date, time and location of the program. The Recreation and Youth Services Manager will render a decision to either: 1) refund the fee; 2) pro rate the fee; or 3) deny the request.

No refunds or credit will be granted without 7 days notice prior to start of class. The City will deduct 25% of the amount paid from the Refund to cover administrative expenses, or a minimum \$10.00 service charge.