



Parks, Recreation & Waterfront Department
 Recreation Division
 1947 Center St., 1st Floor
 Berkeley, CA 94704
 TEL: 510-981-5150 FAX: 510-981-5160

REGISTRATION FORM

Adult/Parent/Guardian

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: () _____ Work Phone: () _____ Cell Phone: () _____

Email Address: _____ Can we email you about our programs? YES NO

Emergency Contact (other than Parent/Guardian phone numbers noted above)

Full Name: _____ Relationship: _____ Phone # () _____

Participant Information

Does your child have any *physical/cognitive disabilities*? If so, please list and explain. YES NO

Participant's Full Name	Date of Birth	Age	M/ F	Activity/Class Name	Code	Time	Location	Fee
Total Fees \$								

Payment Method

Visa MasterCard Cash (Exact Change) Check # _____

Card Number: [][][][] - [][][][] - [][][][] - [][][][] Expiration Date: [][] - [][]

Consent and Release from Liability

In consideration of permission to participate in Recreation Programs, I for myself, heirs, successors, and assigns, agree to release, defend, indemnify and hold harmless the City, its officers, agent, volunteer and employees from and against any claims, demands, liability, damages, lawsuits or other actions, including but not limited to, personal injury or death or property damage arising out of or in any way connected with my participation or the participation of my child/ward in Recreation Programs.

Signature of Parent/Guardian/Self _____ Date _____

Photo Release: I give my consent to allow the City of Berkeley to use any photographed images of my child in promotional materials and/or its website.

Signature of Parent/Guardian/Self _____ Date _____

REGISTRATION INFORMATION

For general information and questions, call (510) 981-5150, or email: recreation@cityofberkeley.info

Registration is ongoing and open until filled. City reserves the right to cancel classes with enrollments under minimum requirement. Register ASAP to ensure enrollment in the program.

How to Register



REGISTER ONLINE

www.cityofberkeley.info/recreation
Create an account for free and register for classes and programs with **NO SERVICE FEES.**
**available for some programs*



FAX-IN

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



IN-PERSON

Recreation Office
1947 Center St, 1st Floor
Berkeley, CA 94704
(Closed 2nd & 4th Friday of the month)



MAIL-IN

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

If filling out registration form make sure it's complete. Print clearly and include a signature. Make checks/money orders payable to City of Berkeley. We accept cash (exact change), check/money orders, or Visa/MasterCard. Credit cards accepted only at Recreation Office.

IMPORTANT: Registration for Day Camp, Teen Camp, Echo Lake Camp, Tuolumne Camp, Counselors-In-Training, Tennis Lessons (BNJTL excluded), and Baseball Leagues, must fill out a separate registration form that could either be picked up at the Recreation Office or downloaded from the website.

SCHOLARSHIPS

Scholarships are available for Berkeley residents for certain programs, 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

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.

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Website: www.cityofberkeley.info/recreation Email: recreation@cityofberkeley.info