







# SIX EASY WAYS TO REGISTER

Please complete the activity registration form located on page 49 of this program guide. We accept cash, checks, money orders, MasterCard, VISA, Discover, and all bank debit cards. On a credit card registration, please include the card number, expiration date, printed name as it appears on the card, and your signature. Make all checks payable to Parks and Recreation.

	<b>Walk In</b>	Mail the registration form and payment to 427 Monroe St., Jefferson City, MO 65101. Please do not mail cash!
	<b>Mail In</b>	The Parks and Recreation Department is located at 427 Monroe Street. Office hours are Monday-Friday, 8 a.m. - 5 p.m.
	<b>Fax</b>	Fax the registration form to (573) 634-6489 using MasterCard, VISA, Discover, or bank debit cards only.
	<b>Drive Through</b>	Place your registration form in the 24 hour drop box located on the north side of the Parks and Recreation building or use the drive through window during normal office hours to complete simple transactions.
	<b>Phone In</b>	Phone in your registration to (573) 634-6483. MasterCard, VISA, Discover and bank debit cards accepted. To help expedite the registration process, please have all necessary registration information readily available.
	<b>On-Line</b>	You can register for activities on-line. See page 48 for registration details!

The Jefferson City Department of Parks and Recreation and/or the Jefferson City Parks and Recreation Commission does not provide insurance coverage for injuries suffered while participating in programs or using facilities. Any costs related to such injuries should be presented to your personal medical insurance carrier.

## LATE FEE POLICY

Many parks and recreation programs have enrollment limits and registration deadlines. To ensure a spot in your favorite activity, please be sure to register before the registration deadline. Registering early will allow for proper staffing levels and adequate equipment and program supplies for all participants and will save you money. If space is still available in a program after the registration deadline, the program fees will be higher.

## REFUND POLICY

The Parks and Recreation Commission has adopted the following refund policy regarding facilities and programs:

- 1) Fees paid for admission to park facilities are not refundable.
- 2) The \$10 facility holding fee required to reserve park facilities/shelters is not refundable under any circumstance. Facility rental and deposit is refundable in full (minus the \$10 holding fee) if a cancellation occurs ten or more days prior to the scheduled usage. If a cancellation occurs less than ten days prior to the usage, the entire deposit will be refunded, but 1/2 of the rental fee will be forfeited.
- 3) Fees paid for individual program registrations are refundable until the designated registration period is completed. For cancellations which occur prior to the end of registration, \$5 will be withheld for handling, and the remainder of the fee will be refunded. For cancellations which occur after the registration period has elapsed, \$5 will be withheld for handling and the refund will be pro-rated according to the number of classes attended.
- 4) Fees paid for team registrations are not refundable once a team registration has been accepted and recorded.
- 5) In both 3 and 4 above, full refunds are made if a program is canceled by Parks and Recreation.
- 6) Amusement park tickets purchased through the Department of Parks and Recreation are refundable only through Friday, August 28, 2009, minus the \$5 handling fee.