Please review the following rules and policies prior to submitting this registration form.

### **Rules & Policies**

- O'Fallon Parks & Recreation reserves the right to alter the schedule, cancel programs, or add programs when enrollments warrant.
- Registrations/programs/activities are not transferable to other parties.
- Waiting lists are formed when programs are filled, and every attempt is made to accommodate the people on these lists.
- O'Fallon Parks & Recreation assumes no liability for personal injuries or loss of personal property while attending park activities.
- The programs and facilities of the O'Fallon Parks and Recreation Department are available to
  people of all abilities. If special accommodation is needed to participate, please notify us when
  registering. We are constantly working to comply with the American Disabilities Act and welcome
  any comments you may have.
- Due to the large amount of information available on our website and literature, errors and changes before and after publication may occur. We apologize for any errors and will attempt to advise you of any changes as quickly as possible.

## **Class Cancellation Policy**

Nothing kills a class quicker than everyone waiting until the last minute to sign up. If at a certain point a class has not registered a minimum number of participants, it will be canceled. Remember to sign up as soon as possible and don't wait until the last minute to register! In the event a class is canceled, credit will be offered for registered participants, or a refund will be given.

## Make Ups?

If you miss a class due to a personal reason, classes will not be made up. Classes that are canceled by the instructor due to personal reasons or weather will be made up at the end of the session.

#### **Picture Policy**

From time to time, photos are taken of participants in our classes, during special events, or at the various park locations, and facilities. These photos are for department use only and may be used in our brochures, etc. If you have any questions regarding this policy, please call the parks office at 618-624-0139.

# **Refund Policy**

Refunds can be returned to your account or refunded back by credit card or check. Checks will be returned by mail, please allow 2 to 4 weeks for delivery. Absolutely no refunds will be made once a program has begun unless OPRD has altered or canceled a program, or our refund policy is followed: Programs that do not reach the minimum enrollment will be canceled. If a program is canceled in midseason a prorated refund will be issued.

It is the responsibility of the individual or the parent of the individual participating in any program to notify the parks office of any physical limitation (asthma, diabetes, etc) that may restrict or impair their ability to participate in the program.