

REGISTRATION INFORMATION & POLICIES

ONLINE

Available only prior to class start date.

1. Go to www.cityofalisoviejo.com
2. Click on Recreation Classes.

MAIL-IN OR EMAIL

Registration form and payment to:
 City of Aliso Viejo
 12 Journey, Suite 100
 Aliso Viejo, CA 92656

Email:
community-services@cityofalisoviejo.com

FAX-IN

Both pages of the registration form including your Visa, MC, Discover or AmEx card number/ expiration date and fax to 949-425-3899 Faxes are processed during regular business hours.

WALK-IN

Community Services Department
 12 Journey, Suite 100
 Aliso Viejo, CA 92656
 Monday-Thursday: 7:30am-5:30pm
 Alternating Fridays: 7:30am-4:30pm

REGISTRATION INFORMATION

- Registration is required for all programs/camps.
- Programs/camps are subject to change without notice.
- Fax and mail-in registrations are processed upon receipt of a completed and signed registration form.
- Confirmation receipts are emailed for fax and mail-in registration. Online registration receipts available under account information.
- Registration will NOT be accepted over the phone.
- Fees are not pro-rated for missed classes or late registration.
- If program/camp is full, you will be placed on a wait list. If space becomes available, City staff will contact you and provide a 24 hour response time before moving to the next person on the list. No class petitioning permitted.

REFUND POLICY

- **Program Cancellation** A full refund will be granted if program/camp is cancelled by the Community Services Department.
- **Participant Request for Program/Camps** Unless otherwise noted, no refunds after the commencement of the second class or camp meeting.

REFUND FEES

- **Classes/Workshops**
 -\$10 per class for programs \$74 and less.
 -\$20 per class for programs \$75 and more.
- **Summer Camps**
 -\$20 per camp.
 -If request is made before the second day of camp a refund fee equivalent to a single day of camp will be charged unless otherwise noted. NO REFUNDS after commencement of second day of camp.
- **Events/Excursions**
 -No refunds.

PARTICIPANT CODE OF CONDUCT

- All participants are expected to exhibit appropriate behavior at all times while participating, being a spectator, or attending any program or activity conducted or sponsored by the City of Aliso Viejo Community Services Department.
- The following guidelines are designed to provide safe and enjoyable activities for all participants:
 1. Be respectful of to all participants and program staff.
 2. Take direction from program staff/supervisors.
 3. Refrain from using abusive or foul language.
 4. Refrain from causing bodily harm to self, other participants, or Refrain from damaging equipment, supplies, and facilities.
 5. Refrain from harassment of staff, instructors or participants. Failure to follow these rules may result in denial of program participation privileges. The City of Aliso Viejo Community Services Department strives to make your participation fun-filled, rewarding, educational and safe. Thank you for your cooperation.



— credit card information —

CREDIT CARD NUMBER:

EXP. DATE:

CVV (3 or 4 digit code on back of card):

TOTAL:

PRINT NAME AS IT APPEARS ON CARD:

www.cityofalisoviejo.com

CITY OF ALISO VIEJO
 12 Journey, Suite 100, Aliso Viejo, CA 92656
 Phone: 949-425-2550 Fax: 949-425-3899
 Email: community-services@cityofaliso Viejo.com

EMAIL

ADULT/GUARDIAN FIRST NAME

LAST NAME

ADDRESS

CITY

ZIP

HOME PHONE

CELL PHONE

WORK PHONE

PARTICIPANTS NAME	DATE OF BIRTH	GENDER	CLASS #	CLASS NAME	FEE
example John Doe	04/18/07	M	123456	Mixed Media Art	\$130
				TOTAL CLASS FEES:	
PAYMENT OPTIONS Cash, checks and credit cards accepted. Please make checks payable to the City of Aliso Viejo. If paying by credit card, please fill out the credit card information form on the adjacent page.				Non-Resident Fee for Classes	\$10/class
				GRAND TOTAL:	

REGISTRATION INFORMATION & POLICIES I (We) the undersigned certify that I (We) have read, reviewed, understand and agree to the Registration Information & Policies. These policies are also included as part of your receipt.

PHOTO RELEASE I understand that from time to time City representatives may photograph activities of City programs and participants. By signing this form, I authorize the City of Aliso Viejo to use or publish any photographs taken by the City showing my participation or my child/children to promote classes on the City's Internet web site, future publications of the City of Aliso Viejo Newsletter & Brochure, social media sites, and/or flyers.

WAIVER & RELEASE OF LIABILITY In consideration of participation in the Program, I (We), the undersigned, recognize, agree and acknowledge as follows: (1) Participation in the Program is voluntary; (2) Follow and abide by the rules, regulations, guidelines and Participant Code of Conduct (3) The participant is in good health, physically able to participate in the program without restrictions and has no medical condition that would or may cause participation to be potentially hazardous to his or her health, which the city can request participant to agree to furnish medical documentation at participants own expense;(4) Failure to disclose a medical condition could terminate participation; (5) There is a real possibility that participant could be seriously injured while participating in the Program; (6) Participant assumes all risks associated with participation in the Program. Participant acknowledges the inherent and potential dangers of participating and expressly waives and voluntarily assumes all risk of personal injury or death which may be sustained while participating. I (WE) RECOGNIZE THAT REGISTRATION IN THE PROGRAM IS DANGEROUS AND CONTAINS RISK OF PERSONAL INJURY, DEATH, DISABILITY, PROPERTY DAMAGE OR LOSS ("DAMAGES"). I ASSUME ANY AND ALL RISKS associated with my or my child's participation in the Program, including, but not limited to, strenuous physical activity or exertion; striking or being struck, by objects or persons; slipping; and exposure to heat, cold or humidity. Such risk may result in injuries that include, but are not limited to: sprain, strain or tear of muscles or ligaments; fracture or dislocation of joints or bones; head or facial injuries; spinal cord or internal injuries. I know that the risks, hazards and dangers include, but are not limited to, falling, slipping, colliding with other users, staff or spectators. I understand that these risks, hazards and dangers are further increased when other persons, whether or not of the same level of experience, are present at the same time and/or using the same facilities. ALL SUCH RISKS ARE KNOWN AND APPRECIATED BY ME. I hereby release, discharge and agree not to sue the City of Aliso Viejo, Capistrano Unified School District, Aliso Viejo Community Association (AVCA), and all of their officers, agents, and employees from any and all duty to me, for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of, or any other participants in the event/class. The parties to this AGREEMENT understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision. This release and waiver extends to all claims of every kind or nature whatsoever, foreseen or unforeseen, known or unknown. I waive and voluntarily assume all risk of personal injury which may be sustained while participating. The laws of the State of California shall govern this agreement. The undersigned, hereby acknowledged to be lawful parent(s) and/or guardian(s) of the participant, acknowledge(s) my/our qualifications to sign the Release on behalf of the participant.

MANDATORY SIGNATURE

DATE