Mail-In Registration Form

THIS FORM IS TO BE USED FOR MAIL IN REGISTRATION AND WILL NOT BE ACCEPTED AS A WALK IN REGISTRATION

USE A SEPARATE FORM FOR EACH PARTICIPANT. PLEASE PRINT ALL INFORMATION CLEARLY.

Name of Participant	Home Phone Number	Age Today	Date of Birth

Street Address	City	State	Zip

Parent or Guardian	Emergency Phone Number	Email Address

	PROGRAM NAME	PROGRAM NUMBER
1.		
2.		
3.		
4.		

If participant has any medical conditions we need to be aware of, please ask registrar for a Medical Form.

WAIVER OF LIABILITY

PLEASE READ AND SIGN THE WAIVER STATEMENT BELOW

I, the undersigned, understand and acknowledge that participation in a recreation activity can be hazardous and I realize that no one should enter into a recreation activity unless the participant is medically able. I/We assume all risk associated with this activity including, but not limited to: falls, contact with other participants or equipment, effects of weather, equipment failure, and condition of playing area. I fully understand that it is my responsibility to ascertain if this specific activity contains other elements of risk that could prove to be harmful to a participant.

Having read this waiver and in consideration of acceptance of entry into the program, I and anyone entitled to act on my behalf waive and release the City of Roswell, the Roswell Recreation & Parks Department, it co-sponsors, their representatives and successors from all claims and liabilities of any kind arising out of my participation or my child's participation in this is activity.

SIGNATURE_____ **DATE**_____

Participant or Parent/Guardian

REFUND INFORMATION: A minimum $5 handling fee is charged for each participant requested refund. Refund request forms are available at the Community Activity Building and the East Roswell Recreation Center and must be received by the day prior to the starting day of the first class meeting. Player evaluations are considered the starting date for athletic programs. For additional information, please call 770-641-3760.

For Office Use Only - Do Not Write Below Line

Form Received by: _____ Date Received: _____

Check Amount: _____ Check Number: _____

Evaluation Group: _____

Registration Information

3 EASY WAYS TO REGISTER

WALK IN: Registration is held only at: Community **Activity Building, Roswell Area Park** Monday-Friday, 10:00 a.m.- 6:00 p.m. Saturdays 9:00 a.m.- 12:00 Noon. Phone Number: 770-641-3760.

MAIL-IN: See registration form on the next page.

DROP OFF REGISTRATION: Is accepted at the Community Activity Building, Roswell Area Park and East Roswell Recreation Center, East Roswell Park during building hours. Please refer to the next page under Mail-In Registration Information for processing procedures.

REGISTRATION INFORMATION

Registration is open to Roswell residents ***only*** during the first week of registration. **NOTE: Residents are those persons who live within the incorporated city limits of Roswell.** Non-residents are those who live outside the city limits of Roswell. A mailing address should not be considered in determining residency since many areas in unincorporated Fulton County and some areas of Cobb County use the Roswell Post Office.

FEE WAIVER

Any persons who believe they qualify for a total or partial fee waiver must contact the Civil Rights Compliance Officer for an appointment prior to registering for a program. To set up an appointment with the Civil Rights Compliance Officer, call 770-641-3705.

PAYMENT

You can pay by **CASH, CHECKS,** (payable to "CITY OF ROSWELL") **or VISA/MASTERCARD** (Walk In registration ONLY). A $10 fee will be charged for each check returned for non-sufficient funds.

REFUNDS & CLASS CHANGES

A minimum $5 handling fee is charged for participant requested refunds and class changes. Athletic evaluation fees are not refundable. Refund request forms are available at the Community Activity Building and must be received during building hours no later than the day prior to the start of the program. Player evaluations are considered the starting date for athletic programs. Phone-in requests are not accepted.

WEATHER INFORMATION

In the event Fulton County schools are closed due to inclement weather, all morning scheduled activities will be cancelled. A decision will be made at 11:30 a.m. to determine if the afternoon and evening classes will be held. Contact the facility at which your activity is held, or the Weather Information Hotline.

MAIL IN REGISTRATION PROCEDURES

1. Carefully complete the enclosed registration form on the next page for MAIL-IN REGISTRATION ONLY. (If you are registering in person, you are required to complete a different registration form.)
2. Enclose separate checks for EACH program, so as not to delay your registration if one program should be full. Please make checks payable to: CITY OF ROSWELL.
3. MAIL registration and checks to:

   ATTN: Registrar
   Roswell Recreation & Parks Department
   38 Hill Street, Suite 100
   Roswell, GA 30075
4. This process DOES NOT guarantee you a spot in any program registered for.
5. Although mail-in registration is accepted up to two weeks prior to the upcoming quarter, it will not be processed until resident or non-resident registration begins, whichever applies to you. Registrations will be processed up to 48 hours from this time. Registrations received prior to this time will be returned.
6. Non-resident registration will not be processed until non-resident registration begins.
7. Registration is processed on the first come, first serve basis. "WALK IN" registration receives priority over "MAIL-IN" registration. You are not registered for a program until your form has been processed by a registrar.
8. You will receive a confirmation postcard once your registration is processed.
9. For 2nd and/or 3rd choices, please attach a note.
10. Medical forms are available in registration office for participants with medical conditions.

WAIVER FORM MUST BE SIGNED FOR ALL PROGRAMS THAT YOU ARE REGISTERING FOR.
REGISTRATION WILL NOT BE PROCESSED UNLESS WAIVER IS SIGNED.

All persons are invited to participate in all programs and use all facilities of the Roswell Recreation & Parks Department regardless of race, color, national origin or disability.