

REGISTRATION INFORMATION

INTERNET (*burbankparks.com*)

BURBANK RESIDENT

begins at 9:00 a.m. on May 27

NON-RESIDENT

begins at 9:00 a.m. on June 2

MAIL-IN

BURBANK RESIDENT

Processing begins May 27

(postmarked no earlier than May 21)

NON-RESIDENT

Processing begins June 2

(Postmarked no earlier than May 28)

- Fill out registration form completely. Adult signature is required.
- Include a separate check for each class. If paying by credit card (Visa/MasterCard), include all required card information and signature.
- Supply email address or self-addressed, stamped envelope to receive receipt.
- Make checks payable to CITY OF BURBANK.
- Mail to: Burbank Recreation Registration
PO Box 6459
Burbank, CA 91510-6459

WALK-IN (*Open Registration*)

begins at 9:00 a.m. on June 9

CREATIVE ARTS CENTER

1100 West Clark Avenue

818.238.5397

McCAMBRIDGE RECREATION CENTER

1515 North Glenoaks Boulevard

818.238.5378

OLIVE RECREATION CENTER

1111 West Olive Avenue

818.238.5385

OVROM COMMUNITY CENTER

601 South San Fernando Boulevard

818.238.5435

VERDUGO RECREATION CENTER

3201 West Verdugo Avenue

818.238.5390

General Information

- All class registration will only be accepted through the second class meeting and all original class fees will apply.
- Non-Resident fees apply to those living outside of the City of Burbank. Non-Residents must include an additional \$5 per person, per class.
- Mail-In registrations postmarked prior to the Resident and Non-Resident postmark dates will be processed last.
- Programs are filled on a first come, first served basis.
- All programs are subject to cancellation if minimum enrollment numbers are not met.
- If a class is full, students will be placed on the waiting list and payment will be returned. Students will be enrolled in an alternate choice if one is provided. If a fee adjustment is required, the student will be notified.
- Enrollments from the waiting list will be made in the order in which the list was formed.
- Class schedules are correct up to the date of publication, however may be subject to change without notice.
- The City assumes no responsibility for registrations not received.

Refund / Transfer Policy

The City of Burbank strives to provide quality recreation classes and programs. If you are unable to attend or are not satisfied with a class, we will be happy to arrange a transfer to another class (if space is available) or process a refund if the following guidelines are met:

- **Class lasting 3 or more weeks** - A request for refund/transfer must be given to registration staff a minimum of **one business day prior to the second class meeting**. A \$10 administration fee will be assessed for each class refund. No refund/transfer will be issued after the second class meeting.
- **Class or workshop lasting 2 or fewer weeks** - A request for refund/transfer must be given to registration staff a minimum of **five business days prior to the scheduled start date of the class or workshop**. A \$10 administration fee will be assessed for each class refund. No refund/transfer will be issued after this date.
- Material/Supply fees are non-refundable.
- Refunds issued by check will take between 3-6 weeks to receive in the mail.

Non-Discrimination Policy

The City of Burbank, in compliance with applicable regulations, hereby asserts that it does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, ancestry, marital status, or medical condition in the admission or access to, or treatment or employment, in its programs and activities.

Special Needs

To adequately plan for a successful and rewarding experience, please contact the ADA Coordinator at 818.238.5026 two weeks prior to the activity start date. Ample time is needed to determine accommodation needs.

REGISTRATION FORM

Burbank Park Recreation and
Community Services
Not for golf or tennis registrations

Register online at:
burbankparks.com

Mail-In Registration

Burbank Resident begins May 27
(postmarked no earlier than May 21)
Non-Resident begins June 2
(postmarked no earlier than May 28)

Make check/money order payable to:
City of Burbank
Mail to:
Burbank Recreation Registration
PO Box 6459
Burbank, CA 91510-6459

Waiver

I hereby absolve the City of Burbank, its employees, and officers from all liability which may arise as the result of my participation in the activities below; and, in the event that the above named participant is a minor, I hereby give my permission for his or her participation as indicated and in so doing absolve the City of Burbank, its employees, and officers from such liability. I am aware that if my child or I may have registered for a class involving physical activity, I have taken care to enroll at a class level appropriate to my or my child's physical abilities and/or medical condition.

I grant the City of Burbank permission to use my or my child(ren)'s photographs and images for the purpose of publicizing and marketing City activities. I understand that no compensation shall be given for use of these photographs and that these images shall become the sole property of the City of Burbank.

I have read and understand the Refund Policy outlined in the Burbank Recreation Guide.

I acknowledge that I have read the foregoing and have been fully and completely advised of the potential dangers incidental to participation in the Park, Recreation and Community Services program and I am fully aware of the legal consequences of signing this instrument.

By my signature, I hereby certify that I am eighteen (18) years of age or older.

Mandatory
Signature



_____ Date: _____

REGISTRATION WILL NOT BE PROCESSED UNLESS WAIVER IS SIGNED

Adult Payee Information *Please print and fill out completely.*

FirstName: _____ M.I. _____ LastName: _____ BirthDate: _____

Address: _____ City: _____ Zip: _____

Home Phone: () _____ Cell () _____ Carrier: _____

Carrier required to receive text messages

email: _____

Participant Information *Please list separately each participant and all requested information.*

| Name | Birth Date | M/F | Class Name | Day | Time | Site | Start Date | Fee |
|---------------------------|----------------|----------|----------------------|----------|----------------|--------------|-----------------|-----------------|
| Example: <i>Joe Smith</i> | <i>3/17/79</i> | <i>M</i> | <i>Dog Obedience</i> | <i>W</i> | <i>6:30 pm</i> | <i>McCam</i> | <i>12/13/14</i> | <i>\$ 80.00</i> |
| | | | | | | | | \$ |
| | | | | | | | | \$ |
| | | | | | | | | \$ |
| | | | | | | | | \$ |
| | | | | | | | | \$ |

OFFICE USE ONLY

Date Received _____

Date Entered _____

Receipt # _____

Total of Activity fees \$

Non-resident fees (number of classes x \$5) \$

Total Paid \$

Cash Check #s _____ Money Order

MasterCard Visa CC Security Code _____

_____ - _____ - _____ - _____

Cardholder Signature _____ Expiration: _____