

Preregistration is required for all classes. Classes fill quickly so register early!
Registration Begins December 5, 2016

3 easy ways to register NOW for Escondido Recreation classes and activities:

1 Online
Internet Registration

- Visit our Website, recreation.escondido.org and click on the link for Online Registration.
- Complete the online registration information, pay by Visa, MasterCard, American Express, or Discover and receive an instant e-mail confirmation.

Please note: A nominal, nonrefundable, processing fee will be charged.

2 Walk-in
Two convenient locations:

- Community Services Department in City Hall, 201 North Broadway
 Monday–Friday
 8:00 am–5:00 pm
- East Valley Community Center, 2245 East Valley Parkway
 Monday, Wednesday, & Friday
 8:30 am–8:30 pm
 Tuesday & Thursday
 11:00 am–8:30 pm
 Saturday
 8:30 am–4:30 pm

3 Mail-in
 See registration form for details.

PLEASE NOTE:

- **A minimal, non-refundable processing fee will be added for all registration transactions.** Processing Fee subject to change.
- **Registration cannot be taken in class.** Most of our instructors are independent contractors so they cannot process registration; however, they do collect material fees in class (cash only).
- **Fees will not be prorated if you register after class has started.**
- **We no longer accept phone-in registrations due to new credit card laws.**

How do I request a refund or credit?

To request a refund or credit, contact the customer service staff at City Hall or the East Valley Community Center. The registration processing fee is non-refundable.

On-Going Classes (two classes or more)

- If you choose credit on account, you will receive 100% of the class fees, minus any classes that have occurred. This is the best value!
- If you choose a refund, a 25% service charge will be deducted from the total fee of the class. Additionally, any classes attended or missed will also be deducted.
- All requests for refunds or credits **MUST** be made before the last class.
- No refunds or credits for missing classes.

One-Time Workshops

- Requests for refunds or credits **MUST** be made two business days before the workshop is held. Business days are Monday through Friday 8–5 pm.
- **NO REFUNDS or CREDITS** will be given after the deadline.
- If you choose credit on account, you will receive 100% of the class fees.
- If you choose a refund, a 25% service charge will be deducted from the total fee of the class.

Credit on account is valid for one year from issue date.

- Aquatic classes have a different transfer/refund policy. Call aquatic staff at 760.839.4204.
- Discovery Kid’s Camps have a different refund policy. Call Camp staff at 760.839.5483.

Your satisfaction is important to us!

Our goal is to provide you with the highest quality recreational programs. If a class doesn’t meet your expectations, we want to know about it. Please contact us as soon as possible so we can improve our service.

Requests for ADA Accommodation

Qualified individuals with disabilities who wish to participate in Escondido Recreation programs, services, or activities and who need accommodation are invited to present their requests for accommodation to the City by filling out a Request for Accommodation Form or an Inclusion Support Form for Minors; or by calling 760.839.4643, preferably at 72 hours in advance of the event or activity.

3 Mail-In Form

To receive registration confirmation, provide e-mail address.

ADULT/GUARDIAN NAME:			
ADDRESS:	APT.#:	CITY:	ZIP:
MOBILE#: ()	HOME#: ()	WORK#: ()	
E-MAIL:			

ACTIVITY REGISTRATION NUMBER	ACTIVITY NAME	PARTICIPANT'S NAME (First and Last)	BIRTHDATE	M / F	FEE
# .			/ /		
# .			/ /		
# .			/ /		
# .			/ /		
# .			/ /		

Important Registration Information

- Make checks payable to City of Escondido and mail to:
Community Services Department
201 North Broadway
Escondido, CA 92025-2798
- Phone-in and fax-in registration is no longer accepted.
- All registrations must include a non-refundable processing fee.
To calculate processing fee, multiply *Subtotal (A)* by 0.0589 and enter result into *Non-Refundable Processing Fee* box. Add this to *Subtotal (A)* to obtain *Subtotal (B)*.

SUBTOTAL (A)	
*NON-REFUNDABLE PROCESSING FEE (5.89%)	
SUBTOTAL (B)	
CREDIT ON ACCOUNT (if applicable)	\$
TOTAL	

**Processing Fee subject to change*

PLEASE READ WAIVER AND SIGN BELOW

Each adult must sign a separate waiver. A parent/guardian must sign for their children 17 and under.

I agree to indemnify, defend, and hold harmless the City of Escondido, its officers, agents, and employees from any and all loss, damage, liability, cost, or expenses arising out of or resulting from the use of equipment or property owned by or under the control of the City of Escondido whether or not that liability, loss, or damage is caused by or arises out of any act or omissions of the City of Escondido, its officers, agents or employees.

I also understand that the City of Escondido does not carry insurance to cover participants in the activities in which I, my child, or my ward is participating. I understand there are risks associated with these activities and I assume the risk of any injuries that I, my child, or my ward may sustain during any of these activities. I forever discharge the City of Escondido, its officers, agents, and employees, from my lawsuits, damages, claims or judgments resulting from any personal injuries or property damages that I, my child, or my ward may sustain while using City property or equipment, or while participating in an activity sponsored by the City of Escondido.

I understand that the City may take photographs/videos for the use in City publications, Websites, and news releases without my written consent.

I have read the above Waiver/Release of Liability and understand it.

Participant/Parent or Guardian Signature: _____ Date: _____