

Registration Form for City of Evanston Classes

Make checks payable to **CITY OF EVANSTON** and mail to:

Evanston Recreation Division, 2100 Ridge Avenue, Evanston, IL 60201

Please fill out all spaces and sign this form.

| | |
|--------------------------|-------------------------------|
| Parent/Adult Name: _____ | Home Phone: (____) _____ |
| Address: _____ | Emergency Phone: (____) _____ |
| City/State/Zip: _____ | Daytime Phone: (____) _____ |

***NOTE:** • You will be registered for your alternate choice if first choice is filled or cancelled.

➔ • If someone attending a class/program has a **disability-related need for an accommodation**, the City's Special Recreation office must be contacted at least two weeks in advance by calling 847/448-8045.

| LAST NAME | FIRST NAME | SEX | BIRTHDATE | PROGRAM NAME | DAY/TIME | CLASS NUMBER | *ALTERNATE CLASS NO. | AMOUNT PAID | |
|-----------|------------|-----|-----------|--------------|----------|--------------|----------------------|-------------|---|
| | | | / / | | | | | \$ | 1 |
| | | | / / | | | | | \$ | 2 |
| | | | / / | | | | | \$ | 3 |
| | | | / / | | | | | \$ | 4 |
| | | | / / | | | | | \$ | 5 |

Complete payment info. and mail to: Evanston Recreation Division, 2100 Ridge Ave., Evanston, IL 60201

TOTAL

Check # _____ (payable to City of Evanston) Circle one: Visa MasterCard Discover American Express VIN #: _____ (VIN # is last 3 digits on back of cards, except it is on the front of Am. Express)

Card holder (print name): _____ Card # _____ Payment amount: \$ _____

Authorized signature: _____ Expiration Date: ____/____

LIABILITY WAIVER FOR PARTICIPANT

As a participant (or as a parent of a participant under 18 years of age) in the City of Evanston Parks/Forestry and Recreation Department programs, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including death, damages or loss which I may sustain as a result of participating in any and all activities connected with or associated with the program(s).

I do hereby fully release and discharge the City of Evanston, their officers, agents, servants, and employees from any and all claims from injuries, including death, damages or loss, which I may have or which may accrue to me on account of my participation in these program(s).

I further agree to indemnify and hold harmless and defend the City of Evanston, their officers, agents, servants, and employees from any and all claims resulting from injuries, including death, damages and losses sustained by me and arising out of, connected with, or in any way associated with the activities of these program(s).

I further understand that City of Evanston staff and Evanston Community Media Center staff may photograph/videotape participants in City of Evanston programs for promotional purposes. If you (or family members) don't want to be photographed or videotaped, please contact the Public Information Office at 847/448-8041.

I HAVE FULLY READ AND UNDERSTAND THE FOREGOING.

SIGNATURE _____ Date: _____

Registration Information: City of Evanston-sponsored classes/programs

Please register at least one week prior to the first class; classes without the minimum number of registrations will be cancelled. Children must meet the minimum age listed; proof of age may be required.

By mail

Send the form above and payment to: Evanston Recreation Division, Civic Center, 2100 Ridge Ave., Evanston, IL 60201. Do not send cash. You may pay by credit card (a receipt will be mailed to you) or include a personal check (your cancelled check will serve as your receipt).

By telephone

Call 847/866-2900 to register using your Visa, MasterCard, Discover, or American Express Card from 8:30 a.m. to 5:00 p.m., Mon.-Fri.

In person

Community centers accept registrations for most City of Evanston-sponsored programs and activities. Registration hours vary by site and may include evenings and/or weekends; please call ahead. Or, come to the Civic Center, 2100 Ridge Ave., 8:30 a.m. to 5:00 p.m., Mon.-Fri.

By computer

Go to www.cityofevanston.org and click on the AERO link.

Class cancellation

In case of class changes or program cancellation, we'll notify you in advance by telephone or postcard. Generally, refunds are issued within two weeks. If circumstances arise causing us to cancel a class session, every effort will be made to schedule a make-up class.

Scholarships (Fee Assistance)

Scholarships are awarded to qualified Evanston residents (ZIPs 60201 or

60202) on a sliding scale according to the number of family members in relation to total family income. They aren't available for special events or trips. Information regarding the scholarship application process and the documents needed to verify family income and residency may be obtained at any Evanston Recreation Division community center, Ecology Center or the Civic Center, 2100 Ridge Ave.

If you have questions . . .

Registration staff can be reached by calling 847/866-2900 from 8:30 a.m. to 5:00 p.m., Monday through Friday.