

REGISTRATION FORM

SECTION 1: Participant		All registrants must reside in the same household. Use one line for each person and class. Complete Section 2 if you are a new customer or have any updates to your account.			
First & Last Name	DOB (mm/dd/yy)	Class title	Day	Time	Activity #
<i>Example: Daniel Smith</i>	<i>09/12/06</i>	<i>Karate</i>	<i>Tu,Th</i>	<i>4:50-6:15pm</i>	<i>422522-02</i>

SECTION 2: Customer Info		<input type="checkbox"/> New Customer	<input type="checkbox"/> Updates to Current Account
Primary/Adult Last Name <i>(required)</i>		First Name <i>(required)</i>	
Street Address			
City	Zip	Cell Phone	
Email		Home Phone	
Cell Provider (Example: AT&T or Sprint): for emergency & class cancellations texts only		Work Phone	
Emergency Contact	Allowed to pick-up child with a check-box <input type="checkbox"/>	Emergency Contact Phone	

POLICIES	
<p>Cancellation/Transfer/Schedule Change Policy: Patron requested cancellations, transfers and schedule changes will be approved only if initiated no later than 10 business days prior to the first day of class. All cancellations/transfers/schedule changes will be charged a processing fee of \$19 per class. You may process a cancellation online at https://web2.vermontsystems.com/elcerrito.html under "My Account." Refunds will not be granted after the first class meeting except in the case of a documented medical emergency by providing a doctor's note and completed cancellation form. Cancellations, transfers and schedule changes will not be granted for nonattendance. Special refund requests must be made in writing to: City of El Cerrito, 7007 Moeser Lane, El Cerrito, CA 94530 or by fax to (510) 528-9413 or email to recreation@ci.el-cerrito.ca.us.</p> <p>Liability Release: To the extent permitted by law, I hereby absolve the City of El Cerrito, its employees and volunteers from all liability that may arise as the result of my participation in the activities mentioned on this sheet, and, if the above named participant is a minor, I hereby give my permission for his/her participation as indicated and in so doing absolve the City of El Cerrito, its employees and volunteers from such liability. I realize that the City of El Cerrito is not responsible for lost or stolen articles. I understand that participants in the City of El Cerrito programs do so at their own risk and the City does not provide accident insurance.</p>	<p>Photo Release: I acknowledge that the City of El Cerrito takes photographs and videotapes of its activities and events for publicity purposes and authorize the use of my image or my child's image by the City for such purposes. I understand I will not be compensated for use of photos or videos.</p> <p>Nut Allergy Policy: There are children in our program with food allergies. Please do not send any snack, lunch or other food items with your child made with nuts or cooked in nut oils.</p> <p>Behavior Policy: I understand that all participants are expected to follow all rules established by the class instructor, and any failure to comply may result in dismissal from the program. I also understand that no refunds will be given. A copy of our policy is available upon request.</p> <p>Emergency Procedure: I understand that in the case of a medical emergency, 911 will be called and that the participant may be transported by ambulance to a nearby hospital at the discretion of emergency personnel. Every effort will be made to contact the emergency contact listed on the form.</p>
<p>Signature indicates agreement to and understanding of policies and releases listed above.</p>	<p>Signature X</p> <p>Date</p>

PAYMENT	<input type="checkbox"/> CASH (Do not mail cash)	<input type="checkbox"/> CHECK (Payable to "City of El Cerrito")	<input type="checkbox"/> CREDIT CARD (VISA, MC, AMEX)
<input type="checkbox"/> Pay with card on file (If you have done previous transactions with a valid CC) I authorize the City of El Cerrito to charge my credit card on file ending in ___ Exp ___/___			
Signature X			

Donate to the David Hunter Scholarship Fund
\$

REGISTRATION INFORMATION

REGISTER IN PERSON

- Walk-in registration is accepted at the Community Center office during business hours:
Mon, Wed and alternate Fri: 8am-5pm
Tue and Thu: 8am-6pm
NEW Off-Season Office Hours (Nov-Jan)
Mon Wed and alternate Fri: 8am-4pm
Tue and Thu: 8am-6pm



- 7007 Moeser Lane, El Cerrito
- Please see page 2 for a list of Department-wide holidays and the alternate Fridays the Community Center is closed.
- ECMAC also accepts registration for adult programs/services. See page 2 for location and hours.

REGISTER BY EMAIL OR FAX

recreation@ci.el-cerrito.ca.us
or (510) 528-9413



Email or fax a completed Registration Form or Rental Application, along with credit card authorization. Credit card must be on file. If using a new card please call (510) 559-7000 to make payment. Visa, MasterCard and American Express accepted.

REGISTER BY MAIL

El Cerrito Recreation Department,
7007 Moeser Lane, El Cerrito, CA 94530.



Send a completed Registration Form or Rental Application, along with credit card authorization (credit card must be on file) or by check (payable to City of El Cerrito). A \$25 fee will be charged on all returned checks. Please do not send cash. Your check will be returned if the activity for which you are registering is full. However, you will be placed on a waiting list for that activity.

REGISTER ONLINE

You can register online for your favorite classes and activities anytime, day or night, from a computer. Picnic areas, clubhouses, and Swim Center rental reservations are also available for online registration. There is no additional charge for online registration.



Returning Participants

If you registered for a class, program, pass or rental you have a temporary username and password. The first time you log-in, enter your email address for the username and your zip code for the password. For your security, you will be prompted to change your user information. If you do not have a receipt and do not know your username and password, please contact us at (510) 559-7000 or recreation@ci.el-cerrito.ca.us.

New Participants

To enroll in programs and pay online, register for an online account by creating a username and password.

Register online today!
www.el-cerrito.org/onlinereg



FEES AND MATERIAL FEES

Most fees listed are Resident and Non-Resident rates. Fees are subject to change. Material Fees are paid directly to the instructor on the first day of class. If a class does not indicate a Material Fee, a supply list may be discussed at the first meeting.

WAITLISTS

If you or your child has been placed on a waitlist for a class or program and a space becomes available, we will contact you by phone or email.

