

## DATES AND INFORMATION

|  |                               |
|--|-------------------------------|
| Resident Random Draw begins                      | 11:00am - Wednesday, April 14 |
| Non- Resident Random Draw begins                 | 12:00pm - Friday, April 16    |
| <b>New!</b> On-line Resident Registration begins | 11:00am - Wednesday, April 14 |
| On-line Non-Resident Registration begins         | 12:00pm - Friday, April 16    |

## HOW TO REGISTER

Fill out the registration form and return with payment to the Darien Park District Community Center. If additional space is needed, please photocopy the registration form. Signatures on photocopied registration forms are legally valid and treated the same as signatures on the original registration form. Additional registration forms are available at the Park District, Sportsplex or on-line at [www.darienparks.com](http://www.darienparks.com). All program participants must be of age specified by the first day of class unless noted.

### 4 WAYS TO REGISTER



#### ONLINE

Registration for Park District programs and classes is available online at [www.darienparks.com](http://www.darienparks.com). First-time users must come in to the park district office at 7301 Fairview Ave. to establish an on-line account. To establish an account, each resident (2 years & older) is required to prove residency. Proof of residency for adults can be a current driver's license, state ID, a current tax bill or recent utility bill. For minors, proof may be a copy of a birth certificate, library card or school ID. Once an account has been established, simply log-in for secure access to programs and classes.



#### MAIL

Mail filled out, signed registration forms to the Darien Park District, 7301 Fairview Ave.



#### FAX

Fax your registration to (630) 968-7844. For faxed registration, payment must be made through Visa, MasterCard or Discover. Fax all Sportsplex registration forms to (630) 789-4803.



#### DROP-OFF

Drop off completed Park District registration forms along with payment at the Darien Park District Community Center, 7301 Fairview Ave. A drop-box is located outside the main entrance. Sportsplex registration forms can be dropped off at the Darien Sportsplex, 451 Plainfield Road anytime during normal business hours.

## WHAT IS RANDOM DRAW?

Registrations are processed at random, not on a first-come, first-served basis, so all registrants have an equal opportunity to be registered for their class choices. Participants are put in their first or second program choice depending on availability. No one will be put on any waitlist unless the class is filled. All registrations must be turned in by 11 a.m. on the day registration starts to be included in the random draw. On-line registrations are **not** included in the random draw. They are processed at the time you enter your registration.

## Registration Information

### Confirmation of Registration

Written confirmation for classes will be sent for all registrations received. If you have not received a confirmation, please call (630) 968-6400 to check the status of your registration. Random Draw confirmation is mailed or e-mailed within 10 days of processing registration. The Darien Park District is not responsible for undelivered confirmations.

### Discrimination

The Darien Park District does not discriminate on the basis of race, color, sex, age, national origin, religion or disability in employment, treatment of visitors and users, use of parks and facilities, or admission to and participation in programs and activities of the District in compliance with the Illinois Human Rights Act, Title VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973 as amended, the Americans With Disabilities Act and the State of Illinois and U.S. Constitution.

We invite any resident with a special need to contact our staff upon registration so that a smooth inclusion may occur.

### Min/Max - What is it?

For each program at the Darien Park District, there is a minimum number of registrations needed before a class can be offered and also a maximum number of registrations that can be accepted. Meeting the minimum and not exceeding the maximum helps to ensure that you and your family will enjoy a cost-effective, positive recreation opportunity that includes an appropriate instructor/student ratio.

### Registration Deadlines

There is a point when the decision must be made to stop taking registration for a class because it is filled, or to cancel a class due to low enrollment.

We reserve the right to change program content and/or schedules as needed.

**Please don't wait until the day a class begins to register.** Unless otherwise noted, the registration deadline for all programs is one week prior to the start of the first class session. Registrations are still accepted after this deadline, however, the class may be cancelled due to low enrollment. Please register early to avoid being disappointed.

### Program Changes

Due to the large amount of information available in the Darien Park District brochure, errors before or after publication may occur. Errors in code numbers, days, times or fees may occur. We apologize for any errors in this brochure, and we will advise you of any changes as quickly as possible. We thank you for your understanding when these types of situations arise.

### Residents/Non-Residents

Even though you are a resident of the City of Darien, you may not be considered a resident when registering for Darien Park District programs. Why? It is because the Darien Park District is a separate, tax supported agency apart from the City of Darien. This means that even though you may have a Darien address, you do not pay taxes to the Darien Park District. The Park District tries to maintain the same boundaries as the City, however it is not always possible. The quickest way to determine your Park District resident status is to check your tax bill. The park district you pay taxes to will be listed.

### Returned Checks

Any check returned by the bank to the Darien Park District for any reason will incur a \$25 fee. Additional program registration will not be accepted until all outstanding balances have been cleared.

### Refunds

If insufficient enrollment causes an activity to be cancelled, participants will receive a full refund in the mail. Please allow 2-3 weeks for the processing of the refund.

Refunds will not be issued after the first class meeting unless the participant has a medical condition that prohibits participation in the program. A doctor's note will be required. The refund will be pro-rated based on the number of classes attended. A \$5 service charge will be assessed to all refunds.

- **Trips**

Refunds for trips will be issued only if the seat can be resold or if the Park District cancels the trip.

- **All Other Refunds (unless otherwise noted)**

Refunds will be issued if a request is received prior to the start of a program minus a \$5 service charge.

### Accident Insurance

The Darien Park District does not carry medical or accident insurance for the participants of its programs. The cost of doing so would be so high that fees charged for programs would become prohibitive. We suggest that you review your family's personal health insurance plan to be sure that it provides you with sufficient coverage. At the time of registration, please read the waiver and release of liability form included on the registration form. It must be signed by an adult, or a parent/legal guardian for all children under 18.

At your first program session you may be presented with an additional sheet describing some of the risks involved in the particular activity you have signed up for. If so, that additional form will become a part of your Waiver, Release and Hold Harmless Agreement.

We also suggest that you check with your family physician before participating in any Park District programs that require physical exertion. If your physician should discover some factor that could limit you physically, please consider them when registering for programs.

We want the registrants in our programs to be aware in advance that when they participate in certain activities, there is a natural element of risk of injury which each participant must assume. The park district is covered by liability insurance and will strictly enforce all rules.

### Photography

Photos and videos are periodically taken by our staff of people participating in Park District programs and activities. All persons registering for Park District programs/activities, or using Park District property thereby agrees that any photograph or videotape taken by the Park District may be used by the Park District for promotional purposes including its electronic media, videotapes, brochures, flyers and other publications without additional, prior notice or permission and without compensation to the participant unless the registrant or participant expressly files with the Park District a written objection as to photos or videos of themselves and/or their children.

## Participant Behavior Code of Conduct

The Darien Park District expects participants to exhibit appropriate behavior at all times. Guidelines have been developed to help make our programs safe and enjoyable for all participants. Participants shall:

1. Show respect to all other participants, staff and volunteers.
2. Follow direction from staff and volunteers.
3. Refrain from using inappropriate, abusive or foul language.
4. Refrain from causing disruptive behavior.
5. Refrain from displaying any aggressive behavior (hitting, punching, kicking, slapping, biting, etc.) whether the behavior is initiated or in retaliation.
6. Show respect for equipment, supplies and facilities.

Failure to follow these rules may result in dismissal from the program.

## Observers

Observers of programs are also expected to behave appropriately. Parents, friends, and any other observers are held to the same standards of behavior as participants. If inappropriate behavior of a program observer is reported or observed by a staff person, the observer will be asked to leave by staff or police if necessary.

## Gift Certificates

Gift certificates are available in any denomination and may be used for all Park District programs or for Fitness Center Memberships. Simply call our office 2 days in advance of when you'd like to pick up your gift certificate, let them know the amount you would like the certificate for, and we will have it ready for you to pick up.

## Tree Memorial

The Darien Park District offers a Tree Memorial program. Trees can be purchased as a gift for a friend, family member, or in memory of a loved one. A tree can also be purchased for a newborn to represent their birth year and to watch it grow with your child. Many varieties of trees can be purchased at a park and location you choose with the assistance of our professional staff. Trees can be purchased anytime throughout the year, however, planting will only take place in the spring and the fall. For more information or to request an order form, please call (630) 968-6400 x122.

## Animal Etiquette

Animals being walked in the parks must be on a leash. The owner of every animal shall be responsible for the removal of and sanitary disposition of any excreta deposited by his or her animal in any park. When accompanying the animal, the owner shall have on his/her person suitable means for the removal of such excreta which will then be placed in a refuse container for sanitary removal.

## Help Protect Your Community!

In an effort to reduce and eliminate senseless damage caused by vandalism or arson, the Darien Park District encourages you to report any information you have about individuals causing damage to Park District property. If the information you provide leads to the arrest of the perpetrator or conspirator, you may be eligible for a reward. All communication between the tipster and the Park District is strictly confidential. The Darien Park District will not release or disclose any information furnished by the tipster without the tipster's explicit consent and approval. To provide a tip or get more information contact (630) 968-6400 x122. Please remember that our parks are used and enjoyed by all residents. Be courteous and respectful of others. It is illegal to dump yard waste or household garbage within park boundaries.