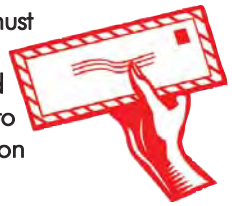
Registration Information

Registration Start Dates for Recreation Classes

- **Mail-In Residents.....Postmarked on or after May 18, 2012**
- **Walk-In Residents .....May 29, 2012**
- **Mail-In/Walk-In Non-Residents and Online (All) .....June 4, 2012**

ATTENTION!!!

Mail-in registration must include a self-addressed, stamped envelope in order to receive a registration confirmation receipt.



Online Registration

Visit www.active.com and search "Culver City."

Recreation Office Location

4117 Overland Avenue, Culver City, CA 90230

Office is located in the southwest end of the Veterans Memorial Building Complex, facing Veterans Park. Entrance to parking lot is on Culver Boulevard.

Office Hours (subject to change

Monday-Friday, 11:30 am-6:30 pm.
Saturday, 10:00 am-4:00 pm.

Holidays

No classes July 4 and Sept 3.

Methods of Payment

We accept cash, money orders, checks (payable to City of Culver City), and VISA or MasterCards. Credit cards MUST be presented in person. A $25 fee will be charged for all returned checks.

Registration Policies

- Registration is ONLY taken through the Recreation Office located at 4117 Overland Avenue.
- No phone-in or fax-in registration.
- Resident mail must not be postmarked before March 9 and will be processed on a first received, first handled basis. If postmarked before May 18, registration will be held and processed on the second day of resident mail-in registration, May 22. The first day non-resident registration will be processed is May 29.
- Services rendered AFTER payment is received. No partial payments for activities.
- Any balance on account must be paid prior to registering for new or additional classes.
- Culver City residents MUST present proof of residency when registering (CDL or utility bill) or include a copy with mail-in registration.
- Unregistered participants are not allowed in class. After an activity reaches its maximum number of registered participants, patrons will be placed on a waiting list. Wait-listed patrons may not visit or attend a class until notified by the Recreation Office AND registration payment is received.
- All activity fees, dates, times, locations and instructors are subject to change.
- Classes below the minimum number of students may be cancelled at no charge.

Refunds/Credits for Programs and Activities

Refunds will only be offered when a program or activity is cancelled. A credit will be offered upon request by the customer only if either of the following requirements is satisfied: Request for credit was made before the 2nd class meeting for Recreation Classes or before the first meeting of all other programs and activities, unless otherwise noted. Refunds will be issued in the form of a check and may take 4-6 weeks to process.

Please PRINT and Fill Out Completely

Adult Name	Last	First	MI
Address	Number & Street	Apt #	Culver City Resident? Y/N
	City	Zip Code	Email (optional):
Phone Numbers	Day	Night	Emergency

Activity Number	Participant Name			Birthday mo/day/yr	Sex	Activity Name	Activity Fee	Credit Memo	Discount	Total Fee
	Last	First	MI							
				/ /						
				/ /						
				/ /						

Make check or money order payable to: City of Culver City Credit cards MUST be presented in person.	Payment Method: Cash Charge Check #_____	Total Fees	
		Amount Enclosed	

Culver City Parks, Recreation & Community Services Dept - Informed Consent and Release

I, the undersigned, recognize that participation in the referenced activity is strictly voluntary and that such participation does not in any manner imply that I am acting in the course and scope of official City of Culver City business, nor does it in any manner establish or imply an employer-employee or an agency relationship with the City of Culver City.

I, the undersigned, and in the event the undersigned is under 18 years of age, the undersigned's parents or guardian, in consideration of the request and permission to participate in the referenced act assume full responsibility for all risk of injury or loss which may result from my participation in this activity and hereby AGREE TO HOLD HARMLESS AND FOREVER DISCHARGE the City of Culver City, their respective officers, agents and employees from any and all acts of negligence and all claims and demands whatsoever which the undersigned, any third person, or any persons acting on their behalf, have or may have against the said City of Culver City, or their respective officers, agents or employees, by reason of any accident, illness, injury to or death of any person or persons, or damage to or loss or destruction of any property arising or occurring during said participation, or any time subsequent thereto. The terms of this release will serve as a release and assumption of risk for my heirs, executors and administrators and for all of my family members.

I agree and acknowledge that some activities may be of a hazardous nature and/or include physical and/or strenuous exercise or activity, and understanding this I state that to the best of my knowledge, I have no medical, physical, mental or emotional health conditions which would hinder or prevent my active participation in the referenced activity.

I, the undersigned, agree and acknowledge that I may be photographed while participating in the referenced activity, and that my likeness may be reproduced in a City sponsored publication.

Please note: We strongly recommend that each participant have some type of accident medical insurance for his/her own protection.

Signature of Participant _____ Date _____

Signature of Parent or Guardian _____ Date _____

Culver CITY
Parks, Recreation & Community Services Dept.
4117 Overland Avenue
Culver City, CA 90230
(310) 253-6650