



Mail your completed registration form & check to:

Staunton Parks and Recreation
Registration
PO Box 58
Staunton, Virginia 24401

Customer Registration

Please print legibly. All info required

Name _____ Date of Birth _____

Address _____

City _____ State _____ Zip _____

Best Contact Phone _____

Email _____

How do you prefer we contact you?

*Mobile Phone _____

*Alternative Phone _____

*Email _____

Would you like to receive our monthly Newsletters via email? No spam, we promise. YES NO

EMERGENCY CONTACT NAME _____ PHONE _____

Program / Date and Time / Total Cost

Inclusion Statement

It is the goal of Staunton Parks and Recreation to create an inclusive and welcoming environment for all individuals of all abilities who wish to participate in recreational activities and programs and experience the benefits and opportunities provided through the services offered by Staunton Parks and Recreation. Staunton Parks and Recreation will accommodate any reasonable request to assist people with disabilities and special needs and support various learning styles. Individuals who require additional support are encouraged to complete the Accommodation Request Form two weeks in advance of the program or activity in which they plan to participate, to assist Parks and Recreation staff in its efforts to create a positive recreation experience for the participant. For questions, please call 540.332.3945. The Accommodation Request form can be found here: www.staunton.va.us/Accommodation.

Hold Harmless

The following hold harmless agreement must be signed by all participants or in the case of a minor, his or her guardian.

WITNESSETH: WHEREAS, the undersigned in consideration of the permission granted to it by the City of Staunton to hold harmless the City of Staunton against and all liability, loss, damages, cost or expense which it may incur because of such action, agrees to indemnify and save harmless the said City of Staunton, VA, from any and all liability, loss, damage, cost or expense which the participant may hereafter incur, suffer or be required to pay by reason of said participation in the City of Staunton, VA. The undersigned agrees to pay the complete exoneration of said City, any claim made against the City of injury or damages to persons or property caused by said participation, and to further indemnify and hold harmless said City from any costs incurred with respect to the defense of any such claim. If said participant is a minor child under 18 years of age, the signature of a parent or legal guardian shall constitute the same indemnification as provided above. The Recreation Department may use photos taken during programs/classes/athletics/trips for advertising and marketing purposes, contact the Department if you do not want your image used.

SIGNATURE_____

Overnight Travel Policy

All trips are to be paid in full upon registration unless another specific option is available where a minimum of 50% deposit is required for each person. Once a payment is received from a patron they are considered to have an official spot on the trip if there is space available. All patrons understand that there is a no refund policy in effect unless the Recreation Department decides to cancel a trip.

It is at the Recreation Department's discretion on the cancellation of trips and most will be done in a timely manner. In some extreme cases such as death or serious medical conditions a refund may be available to a patron of a trip minus any expenses the Recreation Department may incur. Name changing fees may occur on trips involving plane flights. In cases regarding deposits: if the balance isn't paid by the deadline, patron may lose full deposit and spot on the trip. Before registration form is complete, you will be required to sign (above check in lieu of signature) that you have read, understand and accept this addition to our registration process.

Program and Day Trip Refund Policy

In the case of a cancellation by Parks and Recreation staff, refund will be issued in the form of a check through the City's Finance Department. Check will be mailed to the address on file.

Please allow a minimum of 2-3 weeks for refunds by check. No refunds or credits will be given for any program or activity sessions missed by the participant. If adequate advance notice is provided, we will refund the full amount of the program less any non-recoverable expenses, as listed below. If there is a waiting list and we are able to fill your spot on a day-trip or in a program, you will receive a full refund.

General Program or One-Day Trip

Full refund prior to the registration deadline, less any non-recoverable expenses (pre-paid meals, lodging, tickets, etc.) If adequate advance notice prior to the registration deadline is not given, and your space cannot be filled, all fees are forfeited.

SIGNATURE_____

Notice and Prohibition Against Discrimination

The City of Staunton is committed to equal opportunity and compliance otherwise with all nondiscrimination laws. The City of Staunton is an inclusive locality and environment. The City of Staunton does not discriminate and prohibits unlawful discrimination and harassment against any person on the basis of race, creed, religion or religious belief, color, ethnicity, national origin, ancestry, age, sex or gender, sexual orientation, disability, military or veteran status or on any unlawful basis. No qualified person on the basis of disability will, on the basis of disability, be denied the benefits of local government services, programs, or activities. If any person has a disability or otherwise needs special consideration, the City welcomes contact and will provide information and address special needs in compliance with the law. Any unlawful discrimination should be reported immediately to any City-designated person and any City department director, or to the City Manager or designee, or to any member of the Staunton City Council. Such discrimination also may be reported to any state or federal agency which is responsible for compliance with nondiscrimination laws, such as the U.S. Justice Department, the Equal Employment Opportunity Commission, or any other federal or state agency with jurisdiction. The City of Staunton also prohibits unlawful retaliation against any person who files a report or complaint about discrimination. To contact the City Manager's office to report any unlawful discrimination or retaliation or to request special arrangements because of disability, please call 540.332.3814.