

Middletown Township Department of Recreation

1 Kings Highway, Middletown, NJ 07748 || recreation@middletownnj.org || 732-615-2260



Program Registration Form

Section 1: Parent/Guardian Information		I already have a Community Pass Account: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
First Name	Last Name	Primary Phone	
Address		Secondary Phone	
City/State	Zip Code	Email	

Section 2: Participant Information					
Full Name	M/F	DOB	Grade	Activity	Fee
1.					
2.					
3.					
4.					
					Total Due: \$

Section 3: Medical & Important Information	
Emergency Contact	Emergency Contact Phone
Please list any allergies or important medical information for any participant listed above:	
Do any of the participants listed on this form require any special accommodations to participate in this program/activity? If yes, please explain:	
Photo Release: I hereby give my permission for the Township of Middletown to use, in its future brochures and any other publicity and/or broadcasts of any kind, any program pictures, audio or video in which I (or my child/ward) appear. <input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 4: Payment & Refund Policy
Payment: Payment is due at the time of registration and may be made in the form of cash, check or credit card. Checks must be made payable to: <u>Middletown Recreation</u> . All credit cards, whether in person in the Recreation Office or done online, will have a separate \$2.95 convenience fee. This will appear as a separate charge on your statement.
Refund Policy: In accordance with Township Ordinance, programs canceled by the Recreation Department will be granted a full refund without any processing fee. All refunds or cancellation requests must be made in writing with a Refund Request Form. Additional documentation may be required. All requests will be honored in the following manner: (1) Refund/Cancellations received 14 days prior to program/activity start date to receive a full refund, less processing fee. (2) Cancellations/changes received 7-13 days prior to program/activity start date are eligible for a 50% refund, less processing fee. (3) Cancellations/Changes made less than seven days prior to the program dates are not eligible for a refund. (4) For all Summer Recreation programs, no refunds will be granted after May 15. (5) A \$10.00 processing fee will be charged for all approved changes or refunds. (6) Participants requesting a refund must present proof of payment. (7) Approved Refunds will be issued via Purchase Order in six to eight weeks after approval. If possible, a credit on the participant's account may be offered as a refund instead.
Returned Check Fee: In accordance with Township Ordinance, a \$20.00 returned check fee will be applied. In this situation payment must be made in full.

Section 5: Code of Conduct & Hold Harmless	
Code of Conduct: All participants and Parent/Guardians are required to abide by the Middletown Recreation Department's "Code of Conduct" which can be downloaded at: www.middletownnj.org/recforms .	
<i>I verify that the information I have provided is correct and accurate the best of my knowledge. I hereby agree to indemnify and save harmless the Middletown Township Department of Recreation, its employees, and its volunteers from any and all liability arising out of accident as a result of participation in the Recreation Department's programs and activities. I give my permission for my child/ward and/or myself to participate. I accept the Code of Conduct and Refund Policy.</i>	
Signature	Date

For Office Use Only: Staff Initials: Amt Pd: Form of Payment: Cash Check No: Credit Card	
Credit Card Number:	Exp Date: Card Holder Signature: