

Parent/Guardian Information

First Name	Last Name	Primary Phone Number
Address		Secondary Phone Number
City /State	Zip Code	Email
Emergency Contact/Relation		Emergency Contact Phone Number

Participant Information

Full Name	M / F	DOB	Grade	Activity Name and Description	Fee

Make checks payable to: **Middletown Recreation** || Credit Cards: A separate \$2.95 convenience fee will appear on your statement. **Total Due:** \$

Please list any allergies: _____

Does the participant require any special accommodations to participate in this program/activity? Yes No *If yes, please specify* _____

Special information (not needed for all programs, but might include seating requests, t-shirt sizes, etc.): _____

I hereby give 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. Yes No

Registration: You may register:

- **Online:** 24/7 at: register.communitypass.net/Middletown
- **By Mail:** Send the completed Registration Form to: Middletown Recreation, 1 Kings Highway, Middletown, NJ 07748
- **In Person:** Between 9:00am – 4:00pm Monday thru Friday at: Poricy Park Nature Center, 345 Oak Hill Rd, Red Bank

Refund Policy: In accordance with Township Ordinance, programs canceled by the Department of Recreation 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 program dates are not eligible for a refund. (4) For all Summer Recreation programs, no refunds will be granted after May 15. (5) A 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. Registration refund processing fee: \$10.

Returned Check Fee: In accordance with Township Ordinance, a \$20.00 returned check fee will be applied if applicable. In this situation payment must be paid in full, in cash.

Code of Conduct: The Code of Conduct can be downloaded at: www.middletownnj.org/recforms under "Code of Conduct".

I verify that the information I have provided is correct and accurate to 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 have downloaded, read and accept the Code of Conduct and Refund Policy.

Signature _____ Date _____

FOR OFFICE USE ONLY	Date Entered: _____
	Staff Initials _____ Amount Paid: \$ _____
	<input type="checkbox"/> Cash <input type="checkbox"/> M.O. <input type="checkbox"/> Check (No: _____) <input type="checkbox"/> Credit Card

Credit Card Number: _____ Expiration Date: _____

Signature of Card Holder: _____ Date: _____