

Registration Procedure

1. Fill out form completely, being sure to include correct program(s) and fee(s).
2. Enclose check for total fee. Make check payable to: Ottawa Recreation, 301 W. Madison St., Ottawa, Illinois 61350. Or drop off in person at our City Hall office.
3. All registration will be processed on a first-come first-served basis. You will be notified if the program you register for is full.
4. All Mail-In Registration must be sent received by June 2. After June 2, you must register at recreation day or the Recreation Office.

Refund Policy

Once registered for a program, and 24 hours to the first meeting, a complete refund is granted, minus a \$1 service charge. After the first session has met, a pro-rated refund, minus a \$1 service charge, will be granted. The pro-rated refund is based on the day the refund request is received.

Family Name _____ Home Phone _____ Cell _____

Address _____ Work Phone _____

Email (optional) _____ Park for Crafts/Activities _____

In Ottawa City Limits? Yes _____ No _____

If no, include \$20 for out of city limits fee

Participant First and Last Name	Grade Entering	Program Name	Session # (If Applicable)	Shirt Size Child S, M, L Adult S, M, L	Fee

What medical conditions should we know about? _____

I/We assume all risks incidental to such participation and do hereby waive, release, absolve, indemnify, and agree to hold harmless the park supervisors, volunteers and participants of such programs. I hereby grant permission for emergency medical treatment for myself/my child if I cannot be reached at time of need. Every effort will be made to contact you.

Adult Signature _____