

REGISTRATION INFORMATION

Withdrawal Policy - Individual class

- Withdrawal requests made 7 days or more prior to the first day of class will receive a full refund, less a \$5 processing fee and any other charges already incurred prior to start of class. (ie: tshirts or class materials)
- Withdrawal requests made less than 7 days prior to the first class, but at least 24 hrs before class begins, receive a 50% refund less any other charges already incurred prior to start of class **unless otherwise stated.**
- No refunds** will be given once class begins.
- Out of town trip withdrawal requests must be received at least 15 days prior to event departure to receive a full refund less a \$5 processing fee, less than 15 days will not receive a refund.
- League refunds will not be issued once the schedules are published.
- Withdrawals are subject to a \$5 processing fee and any other charges already incurred prior to start of class. (ie: tshirts or class materials)**

Scholarships

City of Pasco residents that meet certain requirements could be eligible for a scholarship. Application forms are available at the Recreation office.

5 easy options for your convenience

1 Online Registration
www.pascoparksandrec.com

2 Walk-In Registration
Monday-Friday 8 am-4:45 pm
525 N. 3rd Avenue
We are unable to take financial transactions after 4:45 pm

3 Mail-In Registration
Make check or money order payable to: CITY OF PASCO
Recreation Services •PO Box 293 •Pasco WA 99301
Include a completed registration form

Registration Guidelines

- Create an account for you and your family.
- Advanced registration required unless otherwise noted.
- Payment in full is due at time of registration.
- No in-class registrations will be accepted.
- Classes cannot be pro-rated.

Cancellation Policy

- Recreation Services reserves the right to cancel, reschedule or combine activities as needed.
- If an activity is cancelled, participants will be notified by phone and a full refund will be issued.

Waiting List

If your desired class is full, we can place your name on a waiting list. If a spot becomes available or we are able to add more capacity, you will be contacted in the order on the waitlist. Spots will be filled on a first come first serve basis and not based on the order on the waitlist.

4 Fax-In
Fax (509) 545-3455
Credit card registration only
Include a completed registration form

5 After Hours Drop-Off
A drop box is located to the left of the front doors of City Hall, 525 N. 3rd (facing 3rd Ave). Include a completed registration form and full payment in a sealed envelope marked "Recreation Services".

Adult/Guardian Full Name	Birth Date
Address	City/State
Phone	Zip
Email	Indicate T-shirt size below: YS, YM, YL, AS, AM, AL, AXL

Participant's Name	Birth Date	M/F	School / Grade	Class#	T-Shirt Size	Fee
TOTAL FEE ►►						

Check here if participant requires special accommodations.

Credit Card # _____ Exp Date _____ 3 Digit CCV # _____

Cardholder's Name _____ Billing Zip Code _____



Fax (509) 545-3455

Make check or money order payable to: CITY OF PASCO

(NSF checks subject to \$25 service fee)

Release of Liability: In consideration of your accepting my or my child's entry, I hereby consent to participation in the herein described activity by the child named herein and hereby waive any and all claims against and agree to hold harmless the City of Pasco, its agents and / or employees, from any and all claims which may be made for damages and / or injury to property or any person arising as a result of or in connection with such participation by me or said child occasioned by any cause what-so-ever, including but not limited to, negligence by the City of Pasco, or any of its agents or employee

Signature _____

Date _____

Register online at www.pascoparksandrec.com

Email us at recreation@pasco-wa.gov