Bellevue Parks & Community Services

Registration Steps

10-day Registration Preference for Bellevue Residents • Registration Begins November 9, 2015

MAIL-IN/FAX/WALK-IN REGISTRATION

Mail completed registration forms to:
Bellevue Parks Registration; PO Box 90012; Bellevue, WA 98009-9012
or FAX to 425-452-2910.

Registration forms may be dropped off at Bellevue City Hall or any recreation facility during normal business hours. *Walk-in registration forms will be placed in queue.*

Non-resident registrations are not accepted prior to the first day of non-resident registration. Registrations received from non-Bellevue residents will be accepted, beginning November 18, 2015

INTERNET

Visit **http://parksreg.bellevuewa.gov** to register for classes online.

PHONE-IN

Telephone Registration begins November 23.

425-452-6885

Registration Policies

Registration Priority: The City of Bellevue is committed to providing a wide range of recreation activities for Bellevue residents. Therefore, the City gives a ten calendar day registration preference for those residing within the Bellevue city limits. Non-residents are welcome to take part in recreation programs on a space-available basis. Non-resident registrations are not accepted prior to the first day of non-resident registration. On this day, mailed and faxed registrations will be accepted Monday-Friday 8-5 at Bellevue City Hall, online at MyParksAndRecreation.com, or during normal operating hours at other program sites.

Due to an interlocal agreement with King County, all registrations for programs at South Bellevue Community Center are processed in the order received.

Registration Confirmation: Confirmation notices are mailed either electronically or via USPS after registration has been processed.

Payment: Payment is accepted in Cash, gift certificates, checks, or Visa/MasterCard only. Payment for all programs except day camps is due in full at the time of registration. All transactions completed online require payment in full at the time of registration **Scholarship application is required prior to registration.** Please do not mail cash.

General Recreation Programs and Mini-Camps: Payment is due at the time of registration. Scholarship application is required prior to registration if paying with scholarship.

Day Camps: Each Day Camp requires a $35 non-refundable deposit, per participant, per camp, at the time of registration, and will be applied toward the final amount due. Payment in full is due for the first two (2) camps at the time of registration. Payments for subsequent camps are due fourteen (14) calendar days prior to the first day of each session.

Credit Card: Include credit card number and expiration date on registration form.

Checks: All checks or drafts received by the City which are returned or dishonored by the drawee bank or other such depository shall be assessed a charge of $15.00 (Adm. Order 53).

Refunds: Programs cancelled by the City will result in a 100% refund of program fees. No refunds are available for programs $10 or less. No refunds or credits will be issued on or after the first day of the program or camp.

General Recreation Programs/Mini-Camps: A refund is granted if the withdrawal is made at least seven (7) calendar days prior to the start of the program, less a $10 administrative fee per participant, per program. Withdrawals requested fewer than seven (7) calendar days prior to the start of the program will result in a refund of:

Programs with fees $20 or less: program fee, less $10 administrative fee, per participant, per program.

Programs with fees greater than $20: 50% of the program fee, per participant, per program.

Day Camps: A refund is granted if the withdrawal is made at least ten (10) calendar days prior to the start of class, less a $35 non-refundable deposit, per participant, per camp. Camp withdrawals requested less than ten (10) calendar days prior to camp will result in a refund of 50% of the program fee, per participant, per program. If you are interested in transferring to a different camp, please call 425-452-6885 for information on our transfer policy.

Scholarships: Scholarships are available to qualifying residents who live within the Bellevue City limits. See page 9 for scholarship application. Scholarship applicants will be notified of the amount due for each session after scholarship application is processed. Please attach proof of residency and income to scholarship application.

Adaptive Recreation Programs - 425-452-7686

Registration Form is found on page 56. Please use this form when registering for Specialized Recreation classes.

Audio-tape: A loan copy will be available upon request within 48 hours notice from the Bellevue Parks & Community Services Office. We advise individuals to request specific sections of the Community Services Brochure so that information will be functional to the listener.

Readers: Are available over the phone or in person from any program area. Call the appropriate program office and a staff person will read the requested sections.

ADA: The City will provide reasonable accommodations. This information will be provided in alternate formats for individuals with disabilities upon request. We invite everyone's participation, please provide two weeks advance notice for special needs requests. Assistance for the Deaf and Hard of Hearing can be provided through the 711 Telecommunications Relay Service. For Bellevue Parks & Community Services programs please contact Kim Indurkar, Inclusion Coordinator 425-452-7686.

RESIDENT DEFINITION:
A resident is defined as anyone living within the jurisdictional boundary of the City of Bellevue as determined by City records. If you have any question as to whether you are within the jurisdictional boundary of the City of Bellevue, please contact the Development Services Department's Land Use Division at 425-452-4188.

EQUAL OPPORTUNITY STATEMENT: The U.S. Department of the Interior strictly prohibits discrimination on the basis of race, color, national origin, age or handicap in its federally-assisted programs and activities. If anyone believes he or she has been discriminated against in a Bellevue Parks & Community Services program, activity or facility, he or she may file a complaint alleging discrimination with Bellevue Parks & Community Services or the Office for Equal Opportunity, U.S. Department of the Interior, Washington, D.C., 20240.

The City of Bellevue prohibits sex discrimination in the operation or administration of community athletics programs for youth or adults. Third parties who receive leases or permits from the City of Bellevue for a community athletic program are also prohibited from discriminating on the basis of sex. In addition, the City of Bellevue does not discriminate on any other basis provided by Federal or State law. If you have questions or wish to file a complaint, contact Jon Wilson at JSWilson@bellevuewa.gov, or 425-452-4278.

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Registration Form

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For more information please call 425-452-6885 • FAX: 425-452-2910 See ***Registration Steps*** Page 7.

Mail completed form to: Bellevue Parks Registration ; PO Box 90012; Bellevue, WA 98009-9012 • **Make checks payable to City of Bellevue**

Please Print

Adult Last Name First Date of Birth

Street Address City State ZIP

E-Mail Address ❑ I do not wish to receive updates from Bellevue Parks & Community Services via email.
NOTE: If you check this box, you will not be notified of future registration opportunities by email.

( ) Work Phone ( ) Home Phone

Save time, register online...

Visit http://parksreg.bellevuewa.gov to sign up for classes, see availability, pay for facility rentals, and manage your account.

Participant's Name	Use Scholar-ship?*	Date of Birth	M/F	Class Number	Class Title	Fee	Alternate Class No.
	❑					$	
	❑					$	
	❑					$	
	❑					$	
	❑					$	

Donation $_____ **Designated area:** _____ *(we will contact you for clarification if needed)*

Request for Accommodations: _____

***For scholarship information, call 425-452-6885, or see page 9.**
Scholarship applications must be approved prior to registration.

Payment Details *Payment due in full at time of registration*

Payment Method

❑ Check ❑ D.D.D. (send to Highland)

❑ Credit Card *Total Fee: $*_____

Card Number

Expiration Date

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Mail completed form to:
Bellevue Parks Registration: P.O. Box 90012: Bellevue, WA 98009-9012

WAIVER OF LIABILITY/RELEASE – PLEASE READ CAREFULLY

In consideration of myself and/or my child(ren) being allowed to use City of Bellevue Parks & Community Services facilities and/or participate in City-sponsored activities, I assume any and all risks, including risk of injury or death, associated with my or my child(ren)'s use of said facilities and/or participation in said activities. I further agree on behalf of myself, my heirs, executors, assigns, and personal representatives, to waive and release any and all rights and claims for damages, including attorney fees, I now, or may hereafter have, whether known or unknown, against the City of Bellevue and its officials, employees, and agents for any injuries suffered by me or my child(ren) in connection with the use of City facilities or participation in City-sponsored activities. I acknowledge that I have carefully read this Waiver of Liability and fully understand that I am waiving any right that I may have to bring a legal action or to assert a claim against the City of Bellevue.

PHOTO/VIDEO RELEASE: I give my permission to have photos and/or video and audio recordings taken of me or my child(ren) by the City of Bellevue or its agents for publicity purposes during City of Bellevue activities even though we will not receive compensation of any kind for appearing in such photos or video recordings. If you wish to waive the photo release, please contact the main office at 425-452-6885 or Parksweb@bellevuewa.gov.

I have read, understood, and voluntarily accepted the conditions of the Waiver of Liability/ Release and the Photo Release printed above on behalf of myself and/or my child(ren):

Participant or Parent/Guardian Signature Date

Printed Name:_____

Registration NOT VALID without signed waiver.