

**WAYS TO REGISTER**  
**(Proof of residency required.**  
**See pg. 6 for details.)**

**Mail Registration**

Mail-in registration for residents will be processed starting December 7. Nonresident registration will be processed beginning December 14. Proof of residency must accompany all mail-in registration. Confirmation of registration will be mailed to all participants. Registration is first-come, first-serve. If a program is filled, your money will be refunded.

- Fill out registration form completely. Include program code.
- Participant or parent/guardian must sign the “Program Release Agreement”.
- Pay by personal check, money order, Visa, MasterCard or Discover. {checks payable to “Urbana Park District”}
- Enclose proof of residency.
- Mail form and payment to: Urbana Park District Registration, 505 W. Stoughton, Urbana, IL 61801.

**Phone Registration**

Register by phone at 367-1544 using your Visa, MasterCard or Discover card during regular phillips center hours. When registering by telephone, you have agreed to abide by the Waiver Release of All Claims on page 56 of this guide. Registration phone calls will be accepted starting December 7.

Please be prepared to tell our staff:

- Name on credit card
- Credit card number
- Credit card expiration date
- Program name/code

**Fax Registration**

To register by fax, you must include your credit card information on the registration form. Fill out the registration form and fax it to 367-1592. Call 367-1544 to confirm receipt of your form. Faxed registrations will be accepted starting December 7.

**Walk-In Registration**

Registration is also available at the Phillips Recreation Center, 505 W. Stoughton. Pay by cash, check or credit card. Walk-in registrations will be accepted starting December 7.

**Mistakes Happen:**

We regret any errors that might be in this guide. Occasionally there are misprints of times, dates, or prices.

**Scholarships**

Scholarships are available year-round, but most requests are for programs that meet in the summer, putting a high demand on the district at that time. Scholarships are awarded based on demonstrated financial need. We closely follow the criteria set forth by the Urbana School District for their free and reduced lunch program. There are always more requests than funds for this program. Not all requests can be honored. In some cases, partial fee waivers are awarded so we may provide assistance to more individuals and families. Please bring the following to the Phillips Recreation Center when you register:

**If presently employed or are a college student:**

- Pay stubs (2 months worth) OR
- Bank statements (2 months of statements for savings and/ or checking account/s)
- Any document showing monies or subsidies received
- Official letters stating student assistantships and/ or scholarships with amounts

**If presently unemployed:**

- Official unemployment documentation

**In addition, please bring all of the following if they apply:**

- Completed Income Tax form (if self-employed)
- Letter from employer (on official company letter head if you have just started working and have not received a paycheck yet)
- Link Card (approval letter and card)
- Housing Authority subsidized housing letter (showing amount of subsidy)
- If you are a student who is doing research work at the UIUC and have a stipend or grant, we also need to see proof of that on official letterhead from that department

**Behavior Code**

In keeping with the Urbana Park District's goals, we encourage fun for all participants. However, certain rules are necessary to ensure everyone's safety and enjoyment. The following behavior rules apply to all participants in Urbana Park District programs. Failure to follow these rules can result in dismissal from programs. No refunds are granted when a participant is dismissed for behavior reasons.

**Participants should:**

1. Demonstrate respect to other participants and staff.
2. Use appropriate language.
3. Respect the physical and mental well being of themselves, other participants and staff.
4. Use equipment, supplies and facilities as they are meant.
5. Refrain from participation in unlawful activities.

## Residency

Residents living within the boundaries of the Park District regularly support park facilities and programs through property taxes. People living within the boundaries of the Urbana and Champaign Park Districts pay the "resident R" fees. Acceptable documents that prove current residency include: utility bill, homeowner's or auto insurance bill, cable bill, bank statement, vehicle registration, or voter registration card. If in doubt about whether your document is acceptable, ask a staff person. Call 367-1544. See also reciprocal agreement on this page.

The Urbana Park District has established a nonresident fee system in order to equalize payments by individuals residing outside of the Park District boundaries, so they will contribute to the overall financing of the park system on an equitable basis with residents. The Urbana Park District offers three options for nonresident program fees:

1. Individuals may pay double the resident fee.
2. Individuals residing immediately adjacent to Urbana Park District boundaries have the option of annexing their property into the district. For more information, call 367-1536.
3. Purchase an Urbana Park District annual park membership. This fee is computed based on the assessed value of the participant's property using the current Urbana Park District tax rate. The membership fee for rented properties is \$100 per year. Ask a Phillips Recreation staff member for additional information. These memberships do not qualify you as a resident for purposes of Urbana Indoor Aquatic Center Memberships.

## Satisfaction Guaranteed

The Urbana Park District constantly strives to provide you with excellence in recreation programs and services. We are so confident you will like these programs that we guarantee your satisfaction. If, after attending one of our classes or programs you are not completely satisfied with the quality of our programs, tell us immediately so we can correct the situation and arrange for you to do one of the following:

- Continue in the class
- Repeat the class at no charge
- Receive full credit to apply to another program
- Receive a full refund
- Receive a partial refund or credit

Our guarantee is based on fulfilling our promise of delivering excellence. If you are not satisfied, we request your input in the form of suggestions, comments, ideas or changes for improvement. Satisfaction Guarantee forms must be filled out and brought or mailed to 505 W. Stoughton, Urbana, IL 61801 (367-1544). Requests must be made no later than 10 business days after the last class meeting. Refunds or credits will be mailed within seven to ten business days after the Urbana Park District business office receives the written request.

**Requests for refunds due to changes in personal circumstances are not covered under this policy.**

## Reciprocal Agreement

The Urbana Park District and Champaign Park District have a reciprocal agreement. A resident of one district can participate in programs at the other district at the resident rate. For programs with limited enrollment, nonresidents may register on the third day of registration. Residents of the district offering the program will receive priority to register during the first three days of registration. Not applicable to the Urbana Indoor Aquatic Center.

## ADA / Equal Access

The Urbana Park District works cooperatively with C-U Special Recreation to offer equal access to our recreation programs and services for persons with disabilities. For further information, call the C-U Special Recreation Manager at 239-1152 (voice) or 239-1157 (TTY).

## Photographs / Video

The Urbana Park District uses pictures of participants in its programs and events to inform others of recreational opportunities in promotional material including brochures, web sites, and this course catalog. If you do not want your picture taken, please tell our photographer.

## Help Stop Vandalism

You can save costly tax dollars. Report vandalism immediately! Phone the Urbana Police, 911 or the Urbana Park District at 367-1536.

## Urbana Park District Event Hotline

For information about program cancellations, including weather cancellations, and for updates about special events or other key happenings at the Urbana Park District, you may call the Sports, Program and Event Hotline at 367-9575. For evening sports programs, this line will be updated after 4:30pm on weekdays and one hour before the scheduled program or sports on weekends. All other updates will be made as conditions change.

## Refunds, Cancellations, Withdrawals

If you withdraw from a program at least one week before it begins, you may choose to apply the fee for that original program toward another program OR you may also elect to receive a refund of the program cost minus a \$5 processing fee. No refunds are issued for programs dropped less than a week before the start date. In cases where the minimum number of participants is not reached, the park district may have to cancel the program. In this case, full refunds will be issued.

## FORMAS DE REGISTRO (Se requiere comprobante de domicilio)

### Registro por correo

El registro por correo de residentes será procesado a partir del 7 de Diciembre. El registro para los no residentes inicia el 14 de Diciembre. El comprobante de domicilio se requiere con todos los registros por correo. La confirmación de su inscripción se enviara por correo a todos los participantes. La registro es por orden de llegada. Si el programa está lleno, su dinero será reembolsado.

- Llene la forma de registración completamente. Incluyendo el código del programa.
- Participante o el padre/tutor debe de firmar "El acuerdo del programa"
- Pague con cheque personal, money order, Visa, MasterCard o Discover. (los cheques dirigidos a "Urbana Park District")
- Incluya comprobante de domicilio
- Envíe su forma y pago a: Urbana Park District Registration, 505 W. Stoughton, Urbana, IL 61801.

### Registrarse por teléfono

Regístrese por teléfono al 367-1544 usando su tarjeta Visa, MasterCard o Discover durante el horario regular del Phillips Center. Cuando se registre por teléfono, usted acordado cumplir con el comunicado de renuncia a toda reclamación en la página 56 de este guía. El registro mediante llamadas por teléfono serán aceptadas a partir del 7 de Diciembre.

Por favor este preparado para decirle a nuestro personal:

- Nombre y tarjeta de crédito
- Número de tarjeta de crédito
- Expiración de tarjeta de crédito
- Nombre del programa/código

### Registro Personal

También se pueden inscribir en el Centro de Recreación Phillips, 505 W. Stoughton. Pague en efectivo, cheque o tarjeta de crédito. Pase a inscribirse a partir del día 7 de Diciembre.

## Becas

Hay becas disponibles durante todo el año y son otorgadas al demostrar necesidad económica. Nosotros seguimos el mismo criterio del Distrito Escolar de Urbana del programa de almuerzos deducidos y gratis. Siempre hay mas peticiones que fondos para este programa por lo mismo no todas las peticiones son honoradas. En algunos casos, ayuda parcial será honorada para que así podamos proveer más asistencia a más individuos y familias. Por favor traer los siguientes documentos al centro recreacional Phillips cuando se registre.

### Si actualmente trabajando o es estudiante universitario:

- Talones de cheques (de 2 meses) o
- Estados de cuentas (2 meses de estados de cuenta de ahorros y/o cuenta de cheques)
- Cualquier documento demostrando dinero o ayuda otorgados
- Cartas oficiales demostrando asistencia de estudiante y/o becas con cantidades

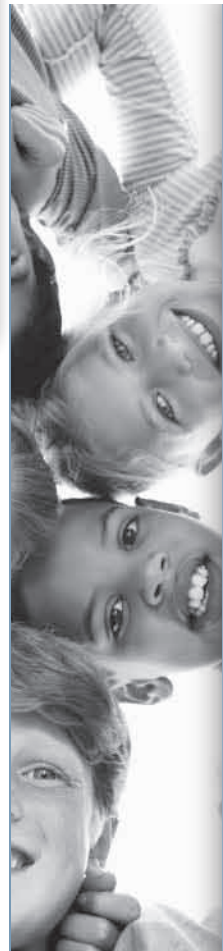
### Si actualmente se encuentra desempleado:

- Demostración oficial de desempleo

### Además, por favor traiga todos los siguientes documentos si se refieren a usted:

- Formulario de Impuestos Llenado (si trabaja por su propia cuenta)
- Carta de empleador (carta oficial de la compañía si apenas empezó a trabajar y no a recibido un talón de cheque)
- Tarjeta Link (carta de aprobación y tarjeta)
- Carta de ayuda de vivienda (mostrando la cantidad de ayuda otorgada)
- Si usted es un estudiante que esta haciendo trabajo de investigación en la UIUC y tiene un estipendio o beca, también necesitamos prueba de esto en una carta oficial del departamento.

La **PRENSA** MUNDO  
Your  
Hispanic  
Outreach  
laprensamedia.com



Urbana Park District  
**Campamentos de verano**  
para niveles escolares pre-escolar a secundaria 2012

Regístrate  
antes del  
**30 de Abril**  
para *recibir un*  
*descuento.*

- Día de campamento con la naturaleza
- Campamento de arte
- Campamento de deportes y acuático
- Campamento de aventuras con animales



## Waiver and Release of All Claims

I recognize and acknowledge that there are certain risks of physical injury to participants in the program(s) for which I have registered, and I agree to assume the full risk of any injuries, damages or loss regardless of severity that I or my minor child/ward may sustain as a result of participating in any and all activities connected with or associated such program(s). I agree to waive and relinquish all claims I or my minor child/ward may have as a result of participating in the program against the District and its officers, agents, servants and employers.

I do hereby fully release and discharge the District and its officers, agents, servants and employees from any and all claims from injuries, damage or loss which I or my minor child/ward may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the activities of the program(s). In the event of an emergency, I authorize District officials to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed necessary for me or any minor child/ward's immediate care and agree that I will be responsible for payment of all medical services rendered.

A cancellation fee may be charged if you cancel a class or program.

I have read and fully understand the Waiver and Release of All Claims information.

Signature of Participant or Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_