

## Ways to Register

*(Proof of residency required.  
Residency explained at right.)*

### Mail Registration

Mail-in registration for residents will be processed starting December 5.

Nonresident registration will be processed beginning December 7. Proof of residency must accompany all mail-in registration.

Confirmation of registration will be sent to all participants. Registration is first-come, first-serve. If a program is full, your money will be refunded.

- Fill out registration form completely. Include program code.
- Participant or parent/guardian must sign the waiver.
- Pay by personal check or money order {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 217-367-1544 using your Visa, Master Card, Discover or American Express card during regular Phillips Center hours. First time registrants will need to prove residency. Registration phone calls will be accepted starting December 5.

*Please be prepared to tell our staff:*

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

### 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 5.

### Online Registration

Register online at [www.urbanaparks.org/register/](http://www.urbanaparks.org/register/) for programs. See page 7 for instructions.

## 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, home-owner's or auto insurance bill, cable bill, bank statement, vehicle registration, or voter registration card. (Emailed or faxed copies are accepted.) If in doubt about whether your document is acceptable, ask a staff person. Call 217-367-1544. 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 1.5 times 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 217-367-1536.
3. Individuals may 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. Memberships are valid for programs May 1 through April 30 of the following 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.

## 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.

## Important Terms in the Program Guide

- **SEB** - Super Early Bird; An extra early registration deadline with a lower fee
- **EB** - Early Bird; An early registration deadline with a lower fee
- **R** - Resident; Individuals living within the boundaries of the Urbana and Champaign Park Districts
- **NR** - Nonresident; Individuals living outside the boundaries of the Urbana and Champaign Park Districts
- **Code** - Number of the program in the Urbana Park District online registration program. You can search our registration website using this number.

## Youth Financial Assistance: Partial Fee Waivers for Urbana Park District Residents

In order to provide financial assistance to the greatest number of individuals and families, we are able to offer partial fee waivers to qualified participants.

Youth Financial Assistance is available to those residing within Urbana Park District boundaries. Fee waivers are available year-round and 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.

**Applications must be turned in at least two weeks before a program's deadline.** This allows adequate time for processing and approval. Place in a program is reserved once payment is received. Submit requests early. Applications can be picked up in person at the Phillips Recreation Center, 505 W Stoughton, Urbana.

Along with a proof of residency, the following items must accompany your fee waiver application:

### All of the following as they apply:

- Link Card and approval letter
- Housing Authority subsidized housing letter (show amount of subsidy)
- If you are a student who is doing research work at the UIUC and have a stipend or grant, a letter confirming that on official letterhead from that department

### If presently employed:

- 2 months' worth of paystubs OR bank statements
- Any document showing monies or subsidies received
- Official letters stating student assistantships and/or scholarships with amounts
- Completed Income Tax form (if self-employed)
- Official letter from employer (on official company letterhead) if you have just started working and have not received a paycheck yet

### If presently unemployed:

- Official unemployment documentation

### Refunds, Cancellations, Withdrawals

If you withdraw from a program at least two weeks before it begins, you may choose to apply the fee for that original program toward another program OR you may receive a refund of the program cost minus a \$5 processing fee. 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. There will be a \$25 service charge on all returned checks and declined scheduled payments.

### 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 C-U Special Recreation at 217-239-1152.

**Visit CUSR at:**  
**[cuserialrecreation.com](http://cuserialrecreation.com)**

The Urbana Park District completed a professional ADA audit in 2011 and has a plan in place that addresses areas where facilities and parks need updates and/or modifications to make them ADA-compliant. To see a copy of the transition plan, visit the Phillips Recreation Center or visit [www.urbanaparks.org/about-us](http://www.urbanaparks.org/about-us).

### Quality Guarantee

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 credit to apply to another program
- 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. Refund request forms must be filled out and brought or mailed to 505 W. Stoughton, Urbana, IL 61801 (217-367-1544). Requests must be made no later than 10 business days after the last class attended. Requests for past classes will not be honored. 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.**

## Becas/Ayuda Financiera

Las becas están disponibles para aquellos que residen dentro de los límites de Urbana Park District. Las becas no están disponibles para los residentes de Champaign Park District, a pesar de que todavía reciben la tarifa de residente (ver Información de Residencia). Las becas están disponibles todo el año y se otorgan en base a la necesidad económica. Seguimos de cerca los criterios establecidos por el Distrito Escolar de Urbana por su programa de almuerzo gratis a precio reducido. **Con el fin de prestar asistencia a más individuos y familias, se otorgan exenciones parciales.**

**Las solicitudes deben ser entregadas a más tardar dos semanas antes de la fecha límite de un programa.** Esto permite un tiempo adecuado para la tramitación y aprobación. Espacios no se reservarán hasta que se recibe el pago, las primeras solicitudes recibirán un lugar en el programa.

Junto con una prueba de residencia, los siguientes elementos deben acompañar su solicitud:

**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.

## Términos importantes en la Guía del Programa

- **SEB** - Plazo extra con precio de descuento
- **EB** - Fecha límite con precio de descuento
- **R** - Residente del área de Urbana Park District
- **NR** - Reside fuera del área de Urbana Park District
- **Code** - Código; Número de programa en el programa de registro en línea. Puede buscar en nuestro sitio web de registro usando este número.

## Formas de Registro

**(Se requiere comprobante de domicilio)**

### Registro por correo

El registro por correo de residentes será procesado a partir del 5 de diciembre. El registro para los no residentes inicia el 7 de diciembre. Prueba de domicilio se requiere con todos los registros por correo. La confirmación de su inscripción se enviara por correo a todos los participantes. El 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 un acuerdo.
- Pague con cheque personal, money order, Visa, Master-card o Discover. {los cheques dirigidos a "Urbana Park District"}
- Incluya prueba 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 217-367-1544 usando su tarjeta Visa, Master-card, Discover o American Express durante el horario regular del Phillips Center. Cuando se registre por teléfono, usted a acordado cumplir con el comunicado de renuncia a toda reclamación en la página 64 de este guía. El registro mediante llamadas por teléfono serán aceptadas a partir del 5 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 5 de diciembre.

### Registro en Línea

Regístrese en línea para los programas. Visita [www.urbanaparks.org/register/](http://www.urbanaparks.org/register/). Instrucciones en la página 7.

## 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 behavioral 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.

## 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, websites, social media, 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 217-367-1536.

## Urbana Park District Rainout Line - Download the app or call us.

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 217-367-9575**. 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. You may also find out about the Rainoutline App for your phone at: <http://www.urbanaparks.org/events/rain-outs-and-cancellations/>

# Registering using our *online system*

## Getting started

Visit [www.urbanaparks.org/register/](http://www.urbanaparks.org/register/) and click on **Register Online**.

## Finding what you want

Once you have been taken to the Active site, you will see a set of tabs where you may select your next step: Browsing through or registering for activities [Activities tab], browsing through or renting pavilions or facilities or renting equipment [Rentals tab] or donating to our Youth Scholarship Fund with the [Donations tab]. You also can search using the keyword Search Box using specific terms you want to find such as "ballet" or "soccer".

## Under the **ACTIVITIES** tab

- **Search** using the keyword Search Box using specific terms such as "ballet" or "soccer"
- The **Location Filter** lets you select a park or facility. Leave alone to show all locations.
- Use the **Sort By** drop down menu to find events and programs by date.
- In the **Filter menu** on the left, filter activities by category and/or age group:
  - Activity Primary Category** filters program type: Any aquatics, dance, etc.
  - Activity Secondary Category** chooses one or more age groups.
- Activities are always listed alphabetically.

## Under the **RENTALS** tab

- See facility and pavilion locations/maps.
- See pavilions that are available for rental in five-hour blocks of time and make reservations.
- See facility availability and find out how to request a date and time for your rental.

## Before you begin *Already a regular park district user?*

- In order to register online, you must first create an account. You will need an email address. These can be created for free using any number of providers such as gmail, hotmail or yahoo. **If you have registered with us previously call us at 217-367-1544 to set up your account. Creating a new one will result in duplicated accounts.**
- When you create an account, start with the adult/guardian of the household and then add additional family members to the same account.
- **RESIDENCY:** Residents are those who live within the boundaries of the Urbana Park District. Excluding UIAC memberships, residents of the Champaign Park District are also considered residents because of a reciprocal agreement between Champaign and Urbana Park Districts. See the residency guidelines on page 4 for more information.

## Adding classes to wish list or cart

Click on the class or program you want and once selected you can add it to your cart.

## Making a payment

We accept Visa, MasterCard, Discover Card and American Express.

## Donate to Youth Scholarship Fund

You can make a donation online regardless of whether you register for a program.

# Urbana Park District Registration Form 505 W. Stoughton Ave • 217-367-1544

(Please Print)

Guardian/Adult Participant \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Emergency Phone(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Emergency Contact's name \_\_\_\_\_

Special needs, food allergies, etc . \_\_\_\_\_

ADA Information - Please complete if you need accommodation in accordance with the American with Disabilities Act.

Late notification of a needed accommodation request may result in delay of participation.

Accommodation needed: \_\_\_\_\_

I would like information about receiving a scholarship.

If you would like to receive notifications for any program & facility cancellations or delays , sign up for our Rainout Line by going to <http://www.urbanaparks.org/events/rain-outs-and-cancellations/>

I have read and agree to the terms contained in the Waiver and Release of All Claims on reverse.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Participant Name (First, Last)	Birthdate mm/dd/yy	M/F	Grd	Code	Program	Fee	Office Use		
I would like to contribute \$ ____ to the Park District's Scholarship Fund.									
<b>Total</b>									

FOR OFFICE USE:                      F P M I                      R/NR                      MCID: \_\_\_\_\_

Taken by: \_\_\_\_\_ Date received: \_\_\_\_\_

Entered by \_\_\_\_\_ Date entered: \_\_\_\_\_ Email Print

Amount \$ \_\_\_\_\_ TPB: \_\_\_\_\_ TPB MCID: \_\_\_\_\_

Check: \_\_\_\_\_ Cash Receipt # \_\_\_\_\_ CC: Amex V M D

## **Waiver and Release of All Claims**

I recognize and acknowledge that there are certain risks of physical injury to participants in the above program(s), 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 employees.

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).

I further agree to indemnify and hold harmless and defend the District and its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained by me or my minor child/ward 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.**

**There will be a \$25 service charge on all returned payments.**