

# REGISTRATION FORM

## 3 Easy Ways to Register!

1

Save Time! Register Online at [www.munster.org](http://www.munster.org) (Click on the Soccer Ball Icon) on the home page or call Donna or Janice (219) 836-7275.

2

In - Person at Munster Town Hall  
Stop by our office and talk to Janice or Donna. We are open Monday through Friday from 8:30 a.m. - 4:30 p.m.

3

Complete the registration form below (checks made payable to the Town of Munster or to the organization indicated) and mail to: Munster Parks and Recreation, 1005 Ridge Road, Munster, IN, 46321 or drop in the Red mail box at the Town Hall.

Dyer and Highland residents must come to the office to take advantage of the reciprocal agreement fees.

### Refund Policy

Munster Parks and Recreation is committed to providing the highest quality recreation activities, events, and programs. If a person is not completely satisfied with a program due to circumstances under the department's control, Munster Parks and Recreation will arrange for the person to participate in a similar class or obtain a credit to their Active Park account to use for future programming.

A credit to your Active Park account will be granted:

1. If a participant is dissatisfied with a Munster Parks and Recreation class, program or activity due to circumstances under the department's control. Credit requests must be made prior to the midpoint of the class, program or activity to the direct supervisor.
2. On trips or shows if the seat can be resold.

A full refund will be granted:

1. If the refund is initiated by Munster Parks and Recreation (ie canceled class or low enrollment), minus Online credit card fees.
2. For injury or illness, with a doctor's note. If an injury or illness happens during the program, only a prorated fee would be refunded or credited to your Park account.

All other refunds (unless otherwise noted):

1. Credits to your Active Park account will be issued prior to the program start date as long as enrollment is greater than minimum to run. You are able to use this credit for future programs, rentals or memberships where payment is made payable to Town of Munster.
2. Refunds will not be granted for: schedule conflicts, vacations, special events, trips, unused gift certificates, field reservations, facility rental fees, summer camp, Munster Pool season passes, dog park membership or any other reason beyond our department's control.
3. Refunds are processed weekly on Monday and checks are mailed on Thursday. You will receive your refund check within 5-10 business days.
4. All refunds will be issued by check. We are unable to process refunds to a credit card.

### Refund Policy Other Vendors

Several of our programs require payment to be made directly to the vendor, which we will accept at the Park Office. However, those organizations have their own refund policies. Policies will be available at the Park Office and can be requested at time of registration.

## Sign Me Up! (Please Print)

Parent or Guardian Name:					
Address:					
City:		State:		Zip Code:	
Participant's Name	Birthday	Gender	Program Name	Code	Fee
			AMOUNT DUE		

### RELEASE AND INDEMNITY

The undersigned participant, on behalf of himself/herself, a spouse, or as a parent for any minor child, HEREBY AGREES TO RELEASE AND INDEMNIFY the Town of Munster, Indiana, the Munster Parks and Recreation Department and Board, its council, board members, employees, agents and independent contractors from any and all injuries and/or damages sustained by the undersigned participant, his/her spouse and/or minor child in connection with the activity described above, including any transportation to or from said activity.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



\_\_\_\_ Check Enclosed Do Not Mail Cash!

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_