

# Registration Information and Form

We accept Discover, Visa and Mastercard. Walk-in transactions only.


**FIRST DAY:** (Saturday, January 9 from 8-10 am): Registration will be conducted at Stoneman School. **Proxy registration will NOT be accepted for this registration date (only). You may only register your immediate family members on this date. San Marino residents only (please bring identification with your address, or a utility bill).**

**WALK-IN:** Beginning **Monday, January 11 (San Marino residents)** and **Tuesday, January 12 (non-residents)**, you may bring your registration form and payment to the Recreation Department located at 1560 Pasqualito Drive (Stoneman School), between the hours of 8 am and 5 pm, Monday through Thursday. A proxy may do registration.

**MAIL-IN:** Simply fill out the registration form along with a **check made payable to the "City of San Marino"** for all the classes that you have signed up for and mail to: **City of San Marino, Recreation Department, 2200 Huntington Drive, San Marino, CA 91108. Mail-in registration received prior to Saturday, January 9 - First Day of Registration - will not be registered until Monday, January 11 (San Marino residents) or Tuesday, January 12 (non-residents).**

**CLASSROOM:** You may register with the instructor at the first class meeting. You must complete the registration form and pay by check. No cash will be accepted at the classroom. You will not be guaranteed a place in the class if the program roster is full. If the class has not met the minimum registration enrollment, the class may be cancelled.

**GENERAL INFORMATION: Office Hours:** Monday through Thursday, 8 am-5 pm, Telephone (626) 403-2200, Fax (626) 403-2212. **Prorating:** You can join a class at any time, but we CANNOT prorate fees for any of our programs. **Fees/Refunds:** If you do not live or work in San Marino, or do not attend a San Marino public school, you are required to pay an additional non-resident fee of \$25 per year per participant. Any activities cancelled by the Department will result in a full refund. The City of San Marino Recreation Department strives to provide quality programming for you and your family. If a refund or transfer is necessary, please call (626) 403-2200 to place the request before the second class meeting. Refund checks will be issued approximately two weeks following the approved refund request. There could be a 20% administrative charge per class for all refund requests. Returned item fee: \$25 or the maximum amount allowed by law.

| CITY OF SAN MARINO REGISTRATION FORM  |       |   |          |                                     |   |                          |
|---|-------|---|----------|-------------------------------------|---|--------------------------|
| Department of Recreation, 2200 Huntington Drive, San Marino, CA 91108   |       |   |          |                                     |   |                          |
| Last Name (Parent/Adult)  |       | First Name and Middle Initial   |          | E-mail Address                      |   |                          |
| Street Address  |       | City  | Zip Code | Allergy info/Special Accommodations |   |                          |
| Home Telephone<br>( )   |       | Cell phone Number<br>( )  |          | Emergency/Work Telephone<br>( )     |   |                          |
| PARTICIPANT'S NAME  |       |   |          |                                     |   |                          |
| Last  | First | Birth date  | Sex      | Class #                             | Class Name  | Fee                      |
|   |       |   |          |                                     |   |                          |
|   |       |   |          |                                     |   |                          |
|   |       |   |          |                                     |   |                          |
|   |       |   |          |                                     |   |                          |
| <b>RELEASE OF LIABILITY</b><br>I absolve and agree to hold harmless the City of San Marino, its employees, officers or agents from any liability which may result from my participation or that of any minor in my legal custody in the above activity. I give permission for his/her participation in the above activity, and for any necessary emergency medical treatment. |       |   |          |                                     | Class Fee:  | \$                       |
|   |       |   |          |                                     | 525.00 Non-resident Fee.<br>(Yearly per participant)  | \$                       |
|   |       |   |          |                                     | Total Amount Paid:  | \$                       |
| Signature of Release of Liability   |       |   |          | Date                                | <b>THANK YOU!</b><br><input type="checkbox"/> Cash<br><input type="checkbox"/> Credit<br><input type="checkbox"/> Check |                          |
|    |       | Occasionally, we use photographs of recreation participants for promotional purposes in City-related media, which means that you could be our next superstar! By signing up for a class or activity, you are granting the City of San Marino permission to use your and/or your child's photograph or likeness, or that of a pet or personal property. If this is not acceptable to you, please indicate so by placing your initials in the box to the right. |          |                                     |   | <input type="checkbox"/> |

\*\*Lab fees are due and payable to the instructor at registration. Lab fees need to be paid separately by check or cash. Thanks!

