



Town of Speedway
Parks & Recreation Department

Program Registration Form

Staff Initials: _____
Date: ____/____/____
Time: _____

1. Payer Information

Primary Guardian's First Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-mail Address: _____

Emergency Contact Name/Phone: _____ Primary Guardian's Birthday(mm/dd/yyyy): _____

☐ I have read and fully understand the policies and the Town of Speedway Parks & Recreation Waiver and Release on the reverse side of this form. I understand my signature, or my primary guardian's signature if I'm under 18, is required to take part in Town of Speedway Parks & Recreation programs.

Signature: _____ Date: ____/____/____

2. Participant Information

Registration Information

Participant's Name (First & Last)	Birthdate (mm/dd/yyyy)	Gender	Code	Activity Name	Fee
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				

TOTAL AMOUNT PAID \$ _____

3. Payment Information

- ☐ Cash (drop-off only)
☐ Mailed Check # _____ (Payable to Town of Speedway Parks & Recreation)
☐ Drop-off Check # _____ (Payable to Town of Speedway Parks & Recreation)
☐ VISA or MasterCard (complete box below)
☐ American Express (complete box below)

Note: All credit and debit card transactions shall be subject to a convenience fee of 2% and \$2.

Initial: _____

By completing the box below, I authorize Speedway Parks and Recreation to process the payment(s) indicated.

Credit Card Information

Account (card) # _____ Exp. Date (mm/yy): _____ Billing Zip Code _____ CVV _____

Cardholder Name (Please Print) _____ Authorized Signature: _____

OVER →

4. Waiver and Release

On my behalf and on behalf of my heirs and assigns, I HEREBY RELEASE, WAIVE, DISCHARGE, COVENANT NOT TO SUE AND AGREE TO HOLD HARMLESS THE TOWN OF SPEEDWAY PARKS AND RECREATION BOARD, THE TOWN OF SPEEDWAY PARKS AND RECREATION DEPARTMENT, THE SCHOOL TOWN OF SPEEDWAY, TOWN OF SPEEDWAY, ITS AND THEIR OFFICIALS, OFFICERS, MEMBERS, INDEPENDENT CONTRACTORS, EMPLOYEES AND VOLUNTEERS (the "Releases"), from any and all claims or liability for personal injury or property damage my child and/or I may cause or suffer directly or indirectly arising out of or relating in any respect to participation in a program, event, service or facility provided by or made available through the Town of Speedway Parks & Recreation Department or School Town of Speedway. This waiver and release of all claims, demands, actions and liability shall include, without limitations, damage or loss to person or property which may be (a) caused by any act, or failure to act, by Releasees even if said injury, damage or loss results from the negligence of any or all of the above-identified Releasees or (b) sustained by me during and/or at the Town of Speedway Parks and Recreation Department program, event, service or facility in which I and/or my child participate(s).

Photo & Video Policy

Photos and video are periodically taken of participants in a class, during a special event, and at a Town of Speedway Parks and Recreation Department or School Town of Speedway facility. Please be aware that these photos and video footage are for the Town of Speedway Parks and Recreation Department's use only and may be used in the Department's publications and website. All photos are the property of the Town of Speedway Parks and Recreation Department. For more information, contact the Recreation and Program Director at 317.486.4854 or mwalker@speedwaypubsafety.org.

Code of Conduct

All users of facilities are expected to exhibit appropriate behavior at all times while participating, spectating or attending any program, event, service and/or facility provided by Town of Speedway Parks and Recreation Department or School Town of Speedway. This includes programs, events or facilities that may or may not require an admission fee, spectating at athletic events, concerts or attending special events. The following guidelines are designed to provide safe and enjoyable facilities for all users. Users shall:

- Show respect to all users and facility staff/supervisors
- Take direction from facility staff/supervisors
- Refrain from using abusive or foul language
- Refrain from causing bodily harm to self, other users or facility staff/supervisors
- Refrain from damaging equipment, supplies and facilities

A written or verbal warning shall be given to users/spectators if the Code of Conduct rules have been violated. If there is a second occurrence, users/spectators will be withdrawn from the facility or program without a refund.

Possible Changes in Listing

Town of Speedway Parks and Recreation Department reserves the right to cancel, combine or divide classes; to change time, date or location of classes; to change instructor assignments; and to make any other changes that may be necessary. We apologize in advance for any inconvenience this may cause.

Returned Checks

Returned checks will result in suspension of participation in department programs and services until delinquent fees are paid in full.

Program Refund Policy

If a class is canceled by Town of Speedway Parks and Recreation Department, a full refund will be given. For any other reason, a Refund Request Form may be filled out and submitted at least 7 days prior to program start date. All refunds are subject to approval of Speedway Parks and Recreation Department Board and are subject to State Board of Accounts claim procedures. If approved, a full refund – less a \$7 service charge – will be given. NO REFUNDS will be given after that point. Check refunds may take up to 3-4 weeks to process.

Program Registration Deadline

One week prior to the start date of the program.

Make-up Classes

No make-up classes permitted unless cancelled by Town of Speedway Parks and Recreation Department.

5. Return To

<u>Walk-In:</u>		<u>Mail or Online:</u>	<u>To pay by phone, or for questions:</u>
Speedway Town Hall	SRC Building	Speedway Town Hall	Leann Sewell 317-246-4125
1450 N. Lynhurst Drive <u>or</u>	1010 Main St.	ATTN: Parks & Recreation Registration	Speedway Town Hall 317-241-2566
Speedway, IN 46224	Speedway, IN 46224	1450 N. Lynhurst Drive	
		Speedway, IN 46224	
		www.townofspeedway.org	