

## HOW AND WHEN TO REGISTER

**Online** at [www.DublinRecGuide.com](http://www.DublinRecGuide.com); **In Person**; **Mail-in**

Shannon Community Center, 11600 Shannon Avenue  
 Dublin Civic Center, 100 Civic Plaza  
 The Wave, 4201 Central Parkway  
 Senior Programs: Dublin Senior Center, 7600 Amador Valley Boulevard

### Fall/Winter 2019-20 Classes & Activities

**Residents:** Tuesday, July 30 at 8:00 AM

**Non-Residents:** Tuesday, August 13 at 8:00 AM

### Preschool: 2019-20, Session II

**Priority:** Thursday, October 10 at 8:00 AM

**Residents:** Thursday, November 7 at 8:00 AM

**Non-Residents:** Thursday, November 14 at 8:00 AM

### After-School Recreation/Student Union: 2019-20, Session II

**Priority:** Tuesday, October 8 at 8:00 AM

**Residents:** Tuesday, October 22 at 8:00 AM

**Non-Residents:** October 29 at 8:00 AM

### Senior Center Programs

Registration for Senior programs is on-going

**Note: Registrations received prior to these dates are not given priority.**

## No Phone or Faxed Registrations Accepted

- Full payment is due at the time of registration. Checks are payable to the "CITY OF DUBLIN." MasterCard, Visa, Discover and American Express credit cards are accepted.
- If you do not already have an online account, please visit [www.dublinrecguide.com](http://www.dublinrecguide.com) to set one up.
- Only check payments can be submitted with mail-in registrations. Credit Card payments must be made in person or online at [www.dublinrecguide.com](http://www.dublinrecguide.com).
- For mail-in registrations, confirmations will be sent to the e-mail address on the registration form.

## Activity Withdrawals and Refunds

**New Feature!** Activity withdrawals and refunds can now be done online, if requested up to seven (7) days prior to the activity start date.

### To request a withdrawal or refund online:

- Log in to your account at [www.dublinrecguide.com](http://www.dublinrecguide.com).
- Click the link to view your account, and current registrations list, then click the "Withdraw" button on the activity you are wishing to refund.
- If the refund is requested **up to seven (7) days prior** to the activity start date, the full registration fee will be refunded, minus a 10 cent processing fee. Refunds will be issued to the credit card used to purchase the activity.
- If the withdrawal is requested **less than (7) seven days prior** to the activity start date, you can still request a refund via e-mail, if requested **up to four (4) business days prior** to the activity start date. If the withdrawal is requested via e-mail less than four (4) business days prior to the activity start date, the activity fee will be forfeited and no refund will be issued.

### To request a withdrawal or refund via email:

- E-mail [parksandcommunityservices@dublin.ca.gov](mailto:parksandcommunityservices@dublin.ca.gov) to request withdrawal from an activity.
- If the withdrawal is requested **up to four (4) business days prior** to the activity start date, the full registration fee will be refunded, minus a \$5 processing fee. Refunds are issued in the same manner as the original form of payment, unless you have already transferred activities more than once, in which case a check will be issued. Refunds can take up to 30 days.
- If the withdrawal is requested **less than four (4) business days prior** to the activity start date, the activity fee will be forfeited and no refund will be issued.

## PARENT/MAIN CONTACT INFORMATION

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home/Evening Ph:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Work/Daytime Ph:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Emergency Contact/Relationship** \_\_\_\_\_ **Ph:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Special Needs:** If you or your child has special needs related to this program or activity, please check this box.

PARTICIPANT'S NAME	BIRTHDATE	M/F	ACTIVITY TITLE	ACTIVITY #	2 <sup>ND</sup> CHOICE	FEE
						\$
						\$
						\$
The City of Dublin's Youth Fee Assistance and Senior Fee Assistance programs provide financial assistance to eligible Dublin youth and seniors to participate in City-sponsored recreation programs. These programs allow participants to enjoy quality recreational experiences that may not be possible without financial assistance. Would you like to donate to either of these programs?						\$
<input type="checkbox"/> Yes—Please indicate the amount you would like to donate. Thank you for your support!						
<input type="checkbox"/> Youth Fee Assistance						
<input type="checkbox"/> Senior Fee Assistance						
<input type="checkbox"/> No thanks						
<b>TOTAL FEES DUE</b>						\$

I understand that photographs may be taken of me or my child during the course of said activity, and that these photographs may be used in the City of Dublin's publications, including but not limited to recreation brochures, the City's website, and the City's Facebook page or other City social media sites.

**PLEASE CAREFULLY READ THE FOLLOWING PARAGRAPH. AMONG OTHER THINGS, IT LIMITS YOUR RIGHT TO SUE SHOULD YOU OR YOUR CHILD BE INJURED WHILE PARTICIPATING IN A CITY PROGRAM.**

**Waiver and Release!** I specifically acknowledge that City recreation programs may include physical activity that can result in injury to participants, and I agree that should I engage in such activity that I do so voluntarily and at my own risk. THE UNDERSIGNED, in consideration of participation in this recreation program and the use of the City of Dublin's facilities, premises, equipment and transportation services, hereby agrees to RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE THE CITY OF DUBLIN, its officers, employees, and agents (collectively, "the City") for any loss or damage, and any claim or demands therefore on account of injury to the person or resulting in the death of the undersigned, whether caused by the negligence of the City or otherwise, while the undersigned is in, upon, or about the premises or any facilities or equipment therein or, arising out of, or in the course of any transportation provided by the City. In addition, the undersigned hereby agrees to indemnify and save and hold harmless, and defend at its own expense, the City from any loss, liability, damage or cost, including reasonable attorney's fee, the City may incur due to the presence of the undersigned, in, upon, or about the City premises or in any using any facilities or equipment of the City whether caused by the negligence of the City or otherwise. If this agreement is signed on behalf of a minor by a parent or guardian, the phrases "I" and "the undersigned" in the previous paragraph refer to the child and not to the parent or guardian signing on the child's behalf. In the case of an injury to my minor child, I authorize the City staff to administer minor first aid. In the event that I cannot be contacted and it is necessary to administer further medical treatment, I will take full responsibility for any medical expenses. I HAVE READ AND VOLUNTARILY SIGN THIS RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT. I HAVE READ THIS RELEASE.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

- Participant (18+)     Parent     Legal Guardian

## FOR OFFICE USE ONLY

**Date Entered:** \_\_\_\_\_ **Receipt No:** \_\_\_\_\_

Cash     Credit Card     Check No: \_\_\_\_\_

**Initial:** \_\_\_\_\_