

CLASS REGISTRATION BEGINS MAY 13 (R) & MAY 20 (NR)

REGISTER ONLINE beverlyhills.org/BHRec

- Save Time
- No Waiting
- Save Postage
- No Stress

Fax-in, Mail or Walk In your registration at any Beverly Hills Recreation Center

1. **Fax-In:** (310) 274-9571
2. **Mail-In** registration will not be given any priority.
3. **Payment** by check or money order made payable to the City of Beverly Hills - please include a separate check for each class. \$43 will be charged for returned checks.
4. **Payment** by credit card - Please complete all payment information on the Registration Form.
5. **Improperly** submitted registration will not be processed.
6. **Mail** registration to:

City of Beverly Hills Registration Office
 455 N. Rexford Drive, #260
 Beverly Hills, CA 90210

WITHDRAWAL AND REFUND POLICY:

The Community Services Department strives to provide you with the highest quality recreation programs and activities. If for some reason you are not satisfied, we will arrange for the following:

Transfer to another Department class in the same quarter.

Refund: A full refund will be issued only if we are notified before the second class meeting in a class longer than four weeks or the class is canceled by the Dept.

Otherwise, we only issue refunds if the class is full and your space can be filled from the waiting list. A \$10 service charge will be applied as well as payments for courses attended. In case of refunds requested after two weeks into a class session due to medical reasons, a prorated refund plus a service charge may be assessed. A doctor's note is required. Refund requests must be submitted in writing. Email: BHReg@beverlyhills.org or fax: 310.274.9571

** Refund policy does not apply to Excursions, Camps, Preschool, and Events.*

WALK-IN/MAIL-IN CLASS REGISTRATION FORM (PRINT)

P A Y E E	*NAME:		*EMAIL:	
	*ADDRESS:			
	*CITY:		*ZIP CODE:	
	HOME PHONE:	WORK PHONE:	CELL PHONE:	
	EMERGENCY CONTACT NAME & PHONE NUMBER:			

*Required Fields. Email address will only be used for City of Beverly Hills information.

Class #	Class Name	Participant Name	Birth Date	Sex	Fee
Total Fees \$					
<small>Please read Refund Policy located on page 5 before signing. I hereby agree to indemnify, defend and hold harmless the City of Beverly Hills, and its officers, employees, agents and volunteers, from and against any and all damages, loss, liability, charges, and expenses in any way arising out of my (or my children's) participation in the program for which I am registering. I hereby consent to the photographing, recording and reproduction in any other manner (including use of video and audio) of the likeness, voice and/or activities of the participant and further authorize the City of Beverly Hills, its agents or assigns, to make unlimited use of such reproductions, including but not limited to broadcasting of the reproductions over radio, television and on the Internet. I understand that I will not receive any monetary compensation now or in the future for participating. I do hereby release and hold harmless the City of Beverly Hills, its officers and employees from any claims. I have read and acknowledge the refund policy above.</small>					
DATE:			SIGNATURE:		

P A Y	CHECK #:	RECEIPT #:	
	<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX	CREDIT CARD #:	
	EXP DATE: _____ CVC: _____	CARDHOLDER SIGNATURE:	