

Manchester Parks and Recreation Registration Form

Parent/Guardian First and Last Name		(Spouse/Significant Other)		E-mail Address	
Home Phone	Work Phone	Emergency Contact (non -parent)		Phone	Relationship
Mailing Address	(Box/Street)	(Town)	(State/Zip)		
Physical Address	(Street Address Only)	(Town)	(State/Zip)		

Waiver of Liability, Assumption of Risk, and Indemnity Agreement

Waiver: In consideration of permission to use, today and on all future dates, the property, facilities, staff, equipment and services of the Town of Manchester (herein "Town" and that includes its agencies, departments, divisions, offices, officers, employees, and agents), for myself, my heirs, personal representatives or assigns, I do hereby release, waive, discharge, and covenant not to sue the Town, from liability, from any and all claims, including negligence resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in activities, observation, and use of facilities, premises, or equipment. I further recognize and acknowledge that any such claim is barred by the doctrine of sovereign immunity.

Assumption of Risks: This use of Town property, facilities, staff, equipment, and/or services carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The Town has facilities for and provides for activities such as social events, community outreach, clinics, camps, and day care. Some of these involve situations, environments, or activities that may lead to illness, physical injuries, and psychological stress or damage. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, sprains, and embarrassment; 2) major injuries such as joint or back injuries, heart attacks, head injuries, and psychological trauma and; 3) catastrophic injuries including paralysis and death. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD the Town HARMLESS from any and all claims, demands, actions, suits, procedures, costs, expenses, damages and liabilities of any description, including attorney's fees brought as a result of my involvement at and to reimburse the Town for any such expenses incurred.

Severability: I agree that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of Vermont and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law. I have also read the Department's policies and procedures, and agree to abide by them.

Signature of Parent/Guardian of Minor (Under 18)	Date	Signature of Participant	Date

Registration Information

Participants Name	Age	Birth Date	M/F	Grade	Activity	Fee

Please make checks payable to: TOWN OF MANCHESTER

How to Register

1. Mail in (Check, Cash or Money Order)

Mail in registrations are accepted year-round. Simply fill out the registration form (available in this brochure or on line at www.manchester-vt.gov) and mail to:

Manchester Parks and Recreation
Attn: Program Registration
6039 Main Street
Manchester Center VT 05255

Please make checks payable to the: **Town of Manchester.**

2. Walk-In

Registration hours are Monday-Friday 9:00 AM-4:00 PM, with extended hours during the summer months. You can register anytime online on our Active website. The Manchester Parks and Recreation office is located at 340 Recreation Park Road in the Park House across from Applejack field.

3. On Line

To register online, visit our Manchester Parks & Recreation Online Service site at www.activenet.active.com/ManchesterVtRecreation. Access your existing account or create a new one and experience the convenience of online registration for activities, facility rentals and more. Most major credit cards are accepted.

Resident Status

To receive resident rates when attending drop-in and/or daily admission activities or registering for a program, Manchester residents must produce a valid I.D.

Resident (defined)

- Lives in the Town of Manchester more than 6 months per year, or;
- Owns property (either commercial or residential) and pays property taxes to the Town of Manchester, or;
- Is a registered voter in the Town of Manchester, or;
- Owns a business in the Town of Manchester and can provide proof (tax license, for example)

Immediate Family Member (defined)

For the purpose of this fee schedule, a family member shall mean a spouse, son, daughter, step-son, step-daughter, dependent for tax purposes, employee of the municipality, sewer or water department of the Town of Manchester or a ward of a legal guardian that is a resident of the Town of Manchester. Immediate family members of "residents" as defined above shall be considered residents.

Proof of Residency

- Listed on Town of Manchester voter check-list
- Name appears on Town of Manchester Grand List
- Provides utility bill (electric, telephone, cable) with a physical address in Manchester
- Provides a valid State of Vermont drivers license with a physical Manchester address
- Current Manchester tax bill or water bill
- Current Town of Manchester employee I.D. badge
- Provide a signed and current copy of lease, valid for more than 6 months
- Another form of proof accepted by the Director of Parks/Rec

Payment Methods

The Manchester Parks and Recreation will accept cash, personal checks drawn from a Vermont bank, and money orders for the payment of fees. Most major credit cards are accepted. There will be a \$25 service fee for all checks not honored for any reason by the bank.

Fees

Full payment must be made at the time of registration. We are unable to confirm a registration until payment is received. Resident fees are for those who either live in or own a business in Manchester. See resident status below.

Confirmation

A confirmation will be sent to the email account listed on your household account. Please be sure that your household account is accurate. When registering in person, you will receive a confirmation at that time.

Wait List Procedure

Waiting lists are a source of contact and do not guarantee that you will receive a call back. You will receive a call back only if a space becomes available.

Late Registration

Registrations will be accepted, on a space available basis, until the beginning of each program. Please note that late registrants will not receive the early bird discount. Registrations will generally not be accepted after a program has commenced.

Refund Policy

The Manchester Parks and Recreation Department strives for excellence in everything that we do. But in the event that a refund must be made, it will be done according to the following guideline:

- A full refund will be issued in the event that a class/program is cancelled by the Manchester Parks and Recreation. You may choose a household credit or check refund.
- In the event that you are unable to attend the class/program that you registered for, every attempt will be made to move you to a different section. If another section is not available, we will issue a full refund in the form of a household credit, minus a \$10.00 processing fee.
- All check refunds will follow the Town's bill paying schedule and be issued by Town check. This process may take several weeks. There will be no cash refunds.