



BRISBANE PARKS & RECREATION DEPARTMENT REGISTRATION POLICIES & PROCEDURES

50 Park Place, Brisbane, CA 94005 | 415.508.2140 | www.brisbaneca.org

ALL BRISBANE PARKS & RECREATION PROGRAMS REQUIRE ANNUAL COMPLETION OF A STANDARD REGISTRATION FORM, AS WELL AS OUR WAIVER, RELEASE, AND ASSUMPTION OF RISK. FROM TIME TO TIME, BRISBANE PARKS & RECREATION STAFF MAY INTERVIEW OR TAKE PHOTOS OF OUR PARTICIPANTS. AS PART OF THE REGISTRATION PROCESS, PARTICIPANTS WILL BE ASKED TO ACKNOWLEDGE AND INITIAL OUR PHOTO RELEASE. THIS ALLOWS FOR THE USE OF PROGRAM-BASED IMAGES AND VIDEOS FOR THE PURPOSE OF OFFICIAL CITY PUBLICITY ONLY. IMAGES WILL NOT BE SHARED WITH ANY OUTSIDE ORGANIZATIONS WITHOUT PRIOR PERMISSION.

YOUTH PROGRAMS | All participants under 18 years of age must have an emergency card on file at the Parks & Recreation office.

PAYMENT | We accept the following forms of payment: cash, check, VISA, MasterCard, or American Express. Please note: A non-refundable transaction fee is added to some registrations.

RESIDENCY & PRIORITY REGISTRATION | Resident fees apply if you live or work in Brisbane. Brisbane residents will be granted a priority registration period before non-resident registrations are accepted.

WAIT LIST | Once an activity reaches maximum enrollment, participants will be placed on a waiting list. If space becomes available, Parks & Recreation Department staff will notify wait listed registrants by phone.

CANCELLATIONS & REFUNDS | If a program is canceled by the instructor or the Parks & Recreation Department, a refund will be issued to participants. In the event you are dissatisfied with a class, a refund may be issued after the first meeting.

ACCOMMODATIONS | We support the Americans with Disabilities Act and encourage participation by everyone. If you require special accommodations to participate in our programs or use our recreation facilities, please call 415-508-2140.



HOW TO REGISTER

ONLINE

To register by credit card using our Online system, please visit www.brisbaneca.org and click on the “Class Sign Up” link at the bottom of the page, then follow the instructions. The registration system will prompt you to click the box acknowledging your understanding of our Waiver, Release and Assumption of Risk policy prior to the completion of your registration. (If you are enrolling someone for the first time in one of our childcare programs, you will be asked to complete additional supplemental forms.)

WALK IN

You may register in person at the Parks & Recreation office at City Hall, located at 50 Park Place. We require a registration form and completion of our Waiver, Release and Assumption of Risk policy on an annual basis. If you do not have a form on file, you will be asked to submit one before your registration can be processed.

FAX

You may download a registration form directly from our website at www.brisbaneca.org. Please fax your form with credit card information to: 415-467-4989. Forms submitted without payment will not be processed. Registrations will be processed in the order in which they are received and your confirmation of enrollment will be mailed/emailed.

MAIL

You may download a registration form directly from our website at www.brisbaneca.org. Please mail your form with payment to: Brisbane Parks & Recreation, 50 Park Place, Brisbane CA 94005. Forms submitted without payment will not be processed. Registrations will be processed in the order in which they are received and your confirmation of enrollment will be mailed/emailed.

DROP IN

This is only applicable to classes and programs with a drop in option. If you plan to attend one of our drop in classes, please be advised that you will be asked to provide payment and sign our Waiver, Release and Assumption of Risk policy every time, prior to participation.

PLEASE NOTE: WE DO NOT ACCEPT ANY REGISTRATIONS OVER THE PHONE.