

# City Of Marshfield Policies and Procedures

## Chapter 6: Parks and Recreation

**SUBJECT:** Recreation Program Registration Policies and Procedures

**POLICY NUMBER:** 6.010

**PAGES:** 2

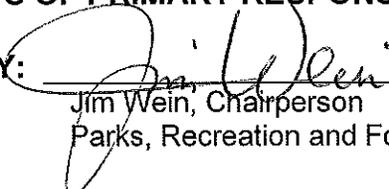
**EFFECTIVE DATE:** 02/26/85

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**PERMANENT DELETION DATE:**

**DEPARTMENTS OF PRIMARY RESPONSIBILITY:** Parks and Recreation

**APPROVED BY:**

  
Jim Wein, Chairperson  
Parks, Recreation and Forestry Committee

**Special Notes:** This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

### I. REGISTRATION

- A. Registration for all programs will be accepted by established mail-in, drop-off, and online registration procedures. No telephone registrations will be accepted.
- B. City residents may be given priority in registering by establishing a given time period, whereby only resident registrations will be accepted. Upon expiration of the "residents only" registration, we will operate on a first-come, first-serve basis.
- C. A sample mail-in registration policy is listed below:
  1. Fill out the registration form as completely as possible. Be sure to give us a last name of family/head of household\*; participant's first\* and last name\*; home address\*; home\*, work, and cell phone numbers; date of birth\*; an email address; 1<sup>st</sup> choice program selection\*; and 2<sup>nd</sup> choice alternate program selection\*. Please note, asterisk (\*) information is required.
  2. Include a separate check or money order (NO CASH) for each participant and program to prevent a delay in registration. Make checks payable to the Marshfield Parks and Recreation Department. Please be sure to watch for special registration information or additional forms.

3. Enclose a self-addressed, stamped envelope or provide an email address. We'll return confirmation to you in the envelope provided or email your receipt to you. Confirmations will not be made should a postage paid envelope or email address not be provided.

- D. Walk-in registrations may be completed at the Parks and Recreation Department office where payment must be made by cash, check, or money order when registering. Credit card payment is not accepted.
- E. Online registration may be submitted through the link provided on the Parks and Recreation website at [ci.marshfield.wi.us/pr](http://ci.marshfield.wi.us/pr). Payment must be made with a credit card.

## II. REFUNDS, CANCELLATIONS, PRORATED

Refunds will be made in full when the Department cancels a program. Refunds will not be issued, nor will fees be prorated after a program has begun. The only exceptions will be in case of illness, emergencies, or dissatisfaction.

## III. WAITING AND INTEREST LISTS

The Parks and Recreation Department will maintain waiting and interest lists for all programs which are filled or not offered. Should the demand for a program not offered be significant, we will attempt to offer that program whenever possible.

## IV. INSURANCE AND LIABILITY

Participation in any recreational activity carries a certain degree of risk. We urge all participants to have adequate insurance coverage and doctor examinations before signing up for any program. The Parks and Recreation Department does not provide hospital/medical insurance for people enrolled in activities.

## V. NON-RESIDENT

Parks and Recreation Department activities are supported through taxes and paid by City of Marshfield residents. All participants not residing within the residential city limits of Marshfield are charged according to the formula below.

- 1. Non-Residents: Persons residing outside the city limits (non-residents) are charged 1 ½ times the resident fee.

## VI. SWIMMING LESSONS

Lessons will be held at the YMCA at Member/City Resident/Non-Member rates.