

REGISTRATION INFORMATION

PROGRAM ELIGIBILITY

CANCELLATIONS/TRANSFERS/REFUNDS/WAITLISTS

RESIDENTS

Residents are defined as those residing within and paying property taxes to the City of Brookfield. Residents are eligible to register for programs according to published registration dates one week before Non-Residents.

Residents receive a 33% discount on all recreation programs. Please note – the Non-resident fee will appear on the website. The resident discount will automatically be applied at checkout if the account belongs to a City of Brookfield resident.

NON-RESIDENTS

Non-residents (those residing outside the City of Brookfield) are also eligible to participate in recreation programs. **Non-residents register one week after the established resident registration date.** Non-resident registrations will be accepted on a space available basis only.

FALSIFIED RESIDENCY

If the Department finds falsified residency information / address, said family will be automatically removed from the program(s) and will forfeit all registration fees. The household will be re-classified as a "Non-Resident" and eligible for future registrations as a Non-Resident.

FEE WAIVER

It is the policy of the City that program participants help defray the overall costs of the activity through the assessment of fees and charges. However, the City does not wish to exclude Brookfield children who are unable to pay these fees due to unemployment of a parent, illness, or other hardships that might occur. Parents who feel they are unable to afford the fees for a program should contact the Recreation Office prior to registering for the activity. Eligibility is based on the guidelines of the Federal Free and Reduced Lunch program. To expedite the application process, eligible families are asked to provide a copy of the letter of qualification for this program. Further information can then be obtained for the Parks and Recreation Commission's review and determination.

1. Cancellations-The Department reserves the right to cancel, postpone or combine a class or program.

2. Transfers-Class changes may be made subject to class availability and staff approval prior to the starting date of the class. A request for a class change must be made with the Parks and Recreation office.

3. Refunds-Persons registered for a program which is canceled by the Department shall receive a full refund. Persons requesting a refund due to circumstances of illness, injury, or moving shall receive a full refund. Refunds will be pro-rated from the start of the program (physician's verification required). **Persons requesting to cancel their registration for reasons other than listed above shall receive a refund, less a \$5.00 service charge, when request is in writing two (2) full business days prior to the program start. You may email your request to:**

parksandrecreation@ci.brookfield.wi.us

No refunds or credits after that time.

WAITLISTS

There may be instances where the class that you desire is full. Please add your name to the wait list. Oftentimes the Department can accommodate those on the wait list by adding sessions. **NEW:** Wait lists are now automated, watch for an email from Smart Rec for instructions on how to enroll in a class should a spot become available. In most cases, you will not receive a phone call.

SCAN TO VIEW
SMART REC 'HOW TO'
VIDEOS



SCAN ME

REGISTRATION FORM

| | | | | | |
|------------|----------|------------|-------|-------|--|
| LAST NAME | | FIRST NAME | | EMAIL | |
| ADDRESS | | CITY & ZIP | | PHONE | |
| Class | Activity | Dates | Times | Fee | |
| 1st Choice | | | | | |
| 2nd Choice | | | | | |

Signature X _____ Date _____

I, the undersigned, do hereby agree to allow the individual(s) named herein to participate in the activity(ies) indicated. I am aware of and understand that there may be potential risks inherent with participation in any recreation activity, and that the City of Brookfield does not provide accident insurance and cannot assume responsibility for injury to any participants in its recreation programs. I further understand the eligibility requirements for the program as stated in the Department brochure, that there is NO TRANSFER OF FEES ALLOWED.

Total \$