

# REGISTRATION INFORMATION

## CITY OF MENDOTA HEIGHTS PARKS AND RECREATION

Registration for programs may be made in person or by mail at the Mendota Heights City Hall, 1101 Victoria Curve, 55118. All registrations must be accompanied by program fee (**checks made payable to the City of Mendota Heights**).

**Deadlines**

Most activities have limited enrollment and registration deadlines, so please register as soon as possible. Registrations will **NOT** be taken over the phone

**Non-resident Fee**

Non-residents are welcomed to participate in our programs, however residents will receive priority registration. There is a \$5.00 non-resident fee will apply for golf programs, fishing derby and Safety Camp only. Please include the non-resident fee with regular registration costs when enrolling.

**Refund Policy**

A \$5.00 service fee will be charged for individual cancellations made prior to the start of a program or its registration deadline date, if enrollment allows, with the exception of being on a participant waiting list. No refunds will be given after registration deadlines or the start of an activity. Registration fees for programs canceled by the City will be fully refunded.

**Confirmation**

There will be no further confirmation after registration. It is your responsibility to be present on the date and time your program begins. You will receive notification if a program is filled, canceled, or changed.

**Participants With Disabilities**

Participants with disabilities who are in need of any special assistance or auxiliary aids should notify the Parks and Recreation Department at the time of registration to ensure that any need can be met to fully participate and enjoy a program or service.

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### REGISTRATION FORM – PLEASE PRINT

**Mendota Heights Parks and Recreation**

1101 Victoria Curve  
Mendota Heights MN 55118  
Phone: 651-452-1850

**Office Use Only:**

Date Received: \_\_\_\_\_ Receipt# \_\_\_\_\_

Check #: \_\_\_\_\_ Amount: \_\_\_\_\_ By: \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ **Work Phone:** ( ) \_\_\_\_\_ - \_\_\_\_\_

**Home Phone:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

If participant is a youth please notate: School \_\_\_\_\_ Grade \_\_\_\_\_

Please check box for \$5.00 Non – Resident Fee

Participant Name	Gender (Circle)	Age	Activity Name	Start Date	Time	FEE
1. _____	M F	1. _____	1. _____	___/___/___	1. _____	\$ _____
2. _____	M F	2. _____	2. _____	___/___/___	2. _____	\$ _____
3. _____	M F	3. _____	3. _____	___/___/___	3. _____	\$ _____

**Accident Liability**

**I agree** that all activities undertaken by me or my child as part of the program are undertaken by me or my child at my or his/her own risk and that the City of Mendota Heights shall not be liable for any claims, demands, injuries, damages, actions, or causes of action whatsoever to myself or my child or my property or my child's property due to the passive or active negligence of the City of Mendota Heights, it's agents, or employees arising out of or connected with my or my agents, or employees from all such claims, demands, injuries, damages, actions or causes of action whatsoever.

**I understand** that my signature is required before my or my child's participation in this program is allowed.

**I have read this Agreement carefully and know and understand its contents.**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**