

PARKS, RECREATION & COMMUNITY EDUCATION

900 Harrington Street SW, Hutchinson, MN 55350

HOW TO REGISTER . . . Registration form on page 4.

Participant cancellations must be made 24 hours prior to the first day of class. A \$4 processing fee will be applied for any cancellations. No refunds will be given for any cancellations made less than 24 hours prior to the first day of class.

Classes will be filled on a first-come, first-serve basis.

Use the form found on page 4 to register for the following programs only: Community Education, Adult Sports, and PRCE Youth Activities.

- Be sure to fill in all mail-in registration information.
- Fees must accompany mail-in registrations.
- Cash, check and VISA or MasterCard accepted for payment.
- Receipts are not given for mail-in or phone-in registrations.

Walk-Up/Phone in Registration

will be accepted for programs
Monday – Thursday
9:00 am-4:00 pm at the
PRCE Office.

On-Line Registration

Some programs/classes are available to register for on-line at ci.hutchinson.mn.us scroll down to "additional tools"

Mail-In Registration

will be accepted with check, Visa or MasterCard payment. Fees must accompany mail-in registrations.

POLICIES

Refunds

If an activity is cancelled by the PRCE Department, a full refund will be returned through the mail or by credit card. **Once a program has begun, no refunds will be given.** The only exception will be for medical reasons, backed by a doctor's verification, and the refund will be prorated according to the length of participation. If a participant chooses to cancel the registration of an activity, service or reservation prior to the start of the program, a \$4 service fee will be deducted from the refund.

Cancellations

Classes will be cancelled if there is not sufficient enrollment. Pre-registrants will be notified of cancelled classes. **No confirmation will be sent if class is to be conducted.** If school is closed, Community Education classes will **not** be held. These classes will be rescheduled. Participant cancellations must be made 24 hours prior to the start of the first day of class. \$4 cancellation fee will be applied (see Refunds).

Transfers

A fee of \$4 will be charged for each participant that is transferred from one class into another. All transfers must be made **in person** at the PRCE office during office hours.

Photographs

By registering for any of the PRCE offerings listed in this brochure, you acknowledge for yourself or those you are registering that photographs of participants may be taken and used in PRCE/City of Hutchinson publications and websites.

Team Fees

All team fees are non-refundable.

Payment

Cash, check and Visa or MasterCard are accepted.

The City of Hutchinson and I.S.D. #423 are committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, gender, national origin, or disabilities. If you need any type of accommodation to participate in our programs, please contact our office at least three days prior to the start of the program.

Use of School Facilities

Community Education is responsible for scheduling use of District #423 building facilities after school hours, on weekends, or when school is not in session. If you or your organization is interested in using any of the school facilities, please call 320-234-5638 for information on procedures and costs.