

Six Easy Ways to Register—Please note these procedures!

1. ON-LINE REGISTRATION (credit card / household balance only)

Registration begins on **Monday, April 20, at 8 a.m.** for residents. Non-residents may register beginning **Monday, April 27, at 8 a.m.** The City of Kettering encourages patrons to login to the system (www.ketteringoh.org) prior to **Monday, April 20**, to verify household information (address, residency status, family members). Your residency classification is based on your status as of your last enrollment or pass registration. To modify your information, please contact the registration staff at the Kettering Recreation Complex (296-2587), Rosewood Arts Centre (296-0294) or Lathrem Senior Center (296-2480). Keep in mind: registrations will not be permitted until the above-stated dates. If you experience trouble using the system, please contact the Kettering Recreation Complex staff at 296-2587.



2. MAIL-IN (check / credit card / money order / household balance)

Mail-in Registration begins as soon as you receive this brochure. Simply fill out the registration form included in this brochure, include payment or credit card information, and mail to:



CLASS REGISTRATION

Kettering Parks, Recreation & Cultural Arts Dept.
2900 Glengarry Drive
Kettering, OH 45420

CLASS REGISTRATION

Rosewood Arts Centre
2655 Olson Drive
Kettering, OH 45420

CLASS REGISTRATION

Kettering Fitness & Wellness Center
3351 Shroyer Road
Kettering, OH 45429

All resident registrations received on or before **Thursday, April 23**, will be entered on **Friday, April 24**, the first day of processing. City of Kettering residents will be given preference until **Monday, April 27**. All registrations (resident and non-resident) received after **April 27** will be processed by date received.

3. DROP-OFF (check / credit card / money order / household balance)

Registration drop boxes will be available at the Kettering Recreation Complex and Rosewood Arts Centre for those who wish to drop off their registrations instead of using the mail. Drop-off registrations will be handled just like those that are mailed.



4. FAX (credit card / household balance)

Complete the registration form, include payment information and fax the form to the Kettering Recreation Complex (937) 296-3297 or Rosewood Arts Centre (937) 296-3289. Faxed registrations will be processed on exactly the same schedule as the registrations that are mailed in or dropped off. **Note: See below for validating residency status.**



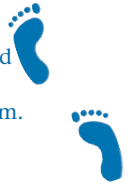
5. WALK-IN (cash / check / credit card / money order / household balance)

Starting **Wednesday, April 29**, you may register in person at the front desk of the Kettering Recreation Complex or Rosewood Arts Centre during regular business hours:

KRC: Mon. - Sat., 9 a.m. - 9 p.m.
Sun., 11 a.m. - 5 p.m.

Rosewood: Mon. - Thurs., 8 a.m. - 9 p.m.
Fri., 8 a.m. - 6 p.m.
Sat., 9 a.m. - 3 p.m.

KFWC: Mon. - Sat., 9 a.m. - 9 p.m.
Sun., 11 a.m. - 5 p.m.



6. PHONE (credit card / household balance only)

When phoning in your registration, we ask that you have the following information ready for the operator:

1) preferred classes and correct levels; 2) alternate classes; and 3) credit card number. **Note: In order to receive resident rate: on a phone-in registration, you must have a current resident I.D. card or activity pass.** Phone-in registration will begin on **Monday, May 4**, during normal business hours:

KRC: 296-2587
Mon. - Sat., 9 a.m. - 9 p.m.
Sun., 11 a.m. - 5 p.m.

Rosewood Arts Centre: 296-0294
Mon. - Thurs., 8 a.m. - 9 p.m.
Fri., 8 a.m. - 6 p.m.
Sat., 9 a.m. - 3 p.m.

KFWC: 293-4FIT (4348)
Mon. - Sat., 9 a.m. - 9 p.m.
Sun., 11 a.m. - 5 p.m.



The Summer Activities Guide is now available at our facilities.

— PLEASE NOTE THIS IMPORTANT INFORMATION! —

**On-Line
Registration
Begins Monday,
April 20,
for Kettering
Residents!**

HOW TO PROVE "RESIDENT" STATUS

People who live within the Kettering city limits or work at a business within the Kettering city limits pay Kettering taxes. As such, these people are considered "residents" for registration and fee purposes. (Please see "Fair Share Policy" on page 6.)

In all other cases, you will be expected to provide adequate validation of your "resident" status in order to receive the resident rates. To do so, please provide a copy of one of the following when registering by mail, drop-off or fax:

- your driver's license; or
- a pay stub showing tax base with a driver's license

When registering in person, you'll need to show us one of these items. Failure to provide adequate proof of residency will result in your being charged the non-resident rate, and your family will be processed as non-residents.

RESIDENT STATUS

The Resident Card has been designed to identify resident and non-resident users. To receive resident rates when attending drop-in and/or daily admission activities or registering for a program, Kettering residents or a person working in Kettering must produce identification. The following sources of I.D. must be presented:

Living in Kettering:

- A valid Kettering Recreation Complex resident card
- A valid Ohio driver's license with Kettering address
- Current utility bill with Kettering address, accompanied by a valid photo I.D.
- Checkbook with Kettering address, accompanied by a valid photo I.D.

Working in Kettering:

- Pay stub showing your name and listing a Kettering business address, accompanied by a valid I.D.
- A valid business photo I.D. with your name and a Kettering business address.

Youth (defined as persons 17 or younger):

- Accompanied by an adult who holds any of the above-mentioned identifications.
- Any youth holding a driver's license or state I.D. with a Kettering address.

NOTE: Children 8 years old and up should purchase a resident I.D. card. With proper identification, a Resident Card can be purchased. The Resident Card will provide quick identification at Parks, Recreation and Cultural Arts facilities or programs and identify them to be entitled to the Kettering resident fee. The photo Resident Card is valid for two years from date of issue and may be purchased at the Kettering Recreation Complex, 2900 Glengarry Drive, 296-2587, for \$5 per individual or \$20 per family. The Resident Card applies to the following drop-in and/or daily admission fee activities:

- Art Studios
- Drop-In Basketball
- Drop-In Exercise
- Drop-In Fitness Room
- Drop-In Volleyball
- Drop-In Youth Programs
- Pottery Studio
- Skating
- Swimming
- Walking/Running Track

FEES

Full payment for classes must be made at the time of registration. Resident fees are for those participants who either live or work within the Kettering city limits. Program fees for non-Kettering residents will be an additional 25 percent or \$5, whichever is greater (not to exceed \$10). Fees will be refunded if a class is full.

PAYMENT METHODS

The City will accept cash, personal checks, credit cards (Visa, MasterCard and Discover) and money orders for the payment of fees. Please note which of these forms of payment is acceptable for the method of registration you choose. The City cannot accept any debit cards for payment. The City will charge a \$25 service fee for all checks not honored for any reason by the bank. Checks should be made payable to: *City of Kettering.*

CONFIRMATION

Once we have processed your registration, we'll mail you a confirmation showing which classes you are enrolled. If we were unable to place you in a class, the fee for that class will be placed in your family's household account as an account credit, and this, too, will be noted on your confirmation. You may:

- use the credit for future courses; or
- request a full refund. All refunds will be paid by City check; please allow two weeks for processing.

WAITING LIST PROCEDURE

Waiting lists are a source of contact and do not guarantee you'll receive a call back. You'll receive a call back only if a space becomes available. If you ask to add your name to a waiting list for a closed class, it:

- Gives us a name and phone number in the event of a cancellation.
- Supplies us with names and phone numbers in case a new class is added.
- Does not limit you from registering for any other open classes.

LATE REGISTRATION

Late registrations will be accepted prior to the second class meeting. After the second class meeting, no registrations will be accepted. Individuals registering late will be required to pay the total class fee.

REFUND POLICY — OUR COMMITMENT TO YOU

We strive for positive experiences and excellence in everything we do.

All refunds will be made according to the following guidelines.

If you have attended one of our classes or purchased a pass and are dissatisfied, call us. We will offer a prorated refund.

If you were unable to attend a set of classes, we will try to transfer you to another section. Otherwise, we will offer a 50% household credit of the class price.

Special consideration will be given for life altering situations.

All refunds will follow the Finance Department's bill-paying schedule and be issued by City check. There will be no cash refunds or credit card refunds.

NOTICE TO PARTICIPANTS

Participants must recognize that all classes/activities of a physical nature involve some risk and by registering for a class/activity of this nature, there is an assumption of risk by the participant. The City of Kettering Parks, Recreation and Cultural Arts Department is dedicated to providing safe facilities and equipment for all participants, as well as qualified staff. Every effort is made to ensure the safety of the participants and to provide them with first-class recreational activities, facilities and parks. In the event of a serious accident or illness, it is the policy of the City of Kettering to:

- Contact the Kettering Fire Department Paramedics to perform first aid and, when necessary, recommend transport of the victim to a hospital; and
- Reach the parent or guardian as soon as the situation allows.

REGISTRATION FORM

PLEASE PRINT & FILL OUT COMPLETELY

PLEASE CHECK IF ADDRESS BELOW IS NEW

PREVIOUS STREET _____

PRIMARY GUARDIAN	FIRST _____	LAST _____	MI _____
	ADDRESS _____		
Household #	CITY _____	STATE _____	ZIP CODE _____
	HOME PHONE () - _____	WORK PHONE () - _____	
EMERGENCY PHONE () - _____	EMERGENCY CONTACT _____		
PLEASE LIST CLASSES IN ORDER OF PREFERENCE			
			e-mail address: _____

OFFICE USE ONLY
DATE
INITIALS
RECEIPT #

PREF. #	REG. #	PARTICIPANT NAME			BIRTHDATE			SEX	ACTIVITY NAME	ACTIVITY FEES
		LAST	FIRST	MI	MO	DAY	YEAR			



Make check or money order payable to the City of Kettering and mail to CLASS REGISTRATION, Kettering Parks, Recreation and Cultural Arts Department, 2900 Glengarry Drive, Kettering, Ohio 45420.

WAIVER FOR PARTICIPANT AND/BY PARENT
 I, for myself and my child(ren), agree to assume all risks, including, but not limited to, risk of physical injuries, death, loss of services or consortium, loss or damage to property, or any other loss or damage I or my child(ren) may sustain as a result of participating in any and all activities connected with or associated with this program(s). In consideration of the City of Kettering allowing my child or my children to participate in this program, and with the intent to be legally bound, I hereby, for myself, for my child, all heirs, executors, administrators, and assigns, do hereby forever: release, waive, and relinquish all claims I or my child have or may have as a result of participating in this program; promise not to sue the City of Kettering or its officers, employees and agents; and agree to indemnify and hold harmless and defend the City of Kettering and its officers, employees and agents, from any and all liabilities, claims, demands, actions or causes of action resulting from, whether directly or indirectly, my or my child's participation in this program; and grant and give the City of Kettering the right to use my or my child's photograph or image, with or without my or my child's name, both individually and in conjunction with other persons or objects for any and all purposes including, but not limited to, private or public presentations, advertising, publicity and promotion. By signing below, I certify that I have read and agree to be bound by these conditions and that all information contained herein is true and that I am giving up legal rights.

FORM OF PAYMENT (Debit cards are not accepted.)	TOTAL FEES: \$ _____
<input type="checkbox"/> 1 CASH	SCHOLARSHIP DONATION:
<input type="checkbox"/> 2 CHECK	
<input type="checkbox"/> 3 MONEY ORDER	TOTAL AMOUNT \$ _____
<input type="checkbox"/> 4 CREDIT CARD	ENCLOSED:
<input type="checkbox"/> 5 ACCOUNT CREDIT	

CREDIT CARD INFORMATION	
TYPE	EXP. DATE
NUMBER	

PATRON SIGNATURE _____

Check this box if you would like to make a donation to the Kettering Scholarship Program to help remove financial barriers for Kettering families to participate. Generally, donations to the City of Kettering are tax deductible. Donors should see their tax advisor regarding their specific gifts.

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PREVIOUS STREET _____

PRIMARY GUARDIAN	FIRST _____	LAST _____	MI _____
	ADDRESS _____		
Household #	CITY _____	STATE _____	ZIP CODE _____
	HOME PHONE () - _____	WORK PHONE () - _____	
EMERGENCY PHONE () - _____	EMERGENCY CONTACT _____		
PLEASE LIST CLASSES IN ORDER OF PREFERENCE			
			e-mail address: _____

OFFICE USE ONLY
DATE
INITIALS
RECEIPT #

PREF. #	REG. #	PARTICIPANT NAME			BIRTHDATE			SEX	ACTIVITY NAME	ACTIVITY FEES
		LAST	FIRST	MI	MO	DAY	YEAR			

Do you work in Kettering? ___ Yes ___ No **If yes, where?** _____
Is this your first time participating in our program(s)? ___ Yes ___ No
Does the participant need any special assistance? ___ Yes ___ No

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