

## REGISTRATION INFORMATION

Please read the following information carefully. It will provide you with our policy and our procedures on registering for our programs and events.

1. Programs are available to Blairstown residents and Blairstown municipal employees. Non-residents may be accepted if space is available at an additional fee, and after all residents have been accommodated.
2. Registration is accepted on a first come-first served basis during the specified dates as advertised.
3. Programs and trips may have a limited number of participants and registration will close when the program reaches full capacity. Others will be placed on a waiting list.
4. In-person registration is accepted at the Recreation Office during office hours within the registration period dates and times as advertised. Mail in registration along with the drop-off box is available for your convenience. Those registering in-person will have priority on the first day registration opens. A registration form must be completed and submitted along with payment. Registration will not be accepted over the phone.
5. Registration forms must be completed and signed by an adult. Each program must have a form per participant. Only checks will be accepted as payment. Checks should be made payable to: Blairstown Recreation Department.
6. The Recreation Department does not confirm registrations. The participant is automatically confirmed once their registration form is submitted with payment. If the program is already filled or has been changed the participant will then be notified.
7. Refunds may be granted prior to the start of a program provided another participant can fill the slot. If the Department is obligated to an outside facility or an individual, it is possible that a refund cannot be issued.
8. Some events may have a RSVP. Interested residents are to contact the Recreation Office and leave a message with family name, number attending, and home telephone number. This will insure your RSVP; there is no need for a confirmation. Only if there is a change or cancellation all who RSVP will be notified.
9. The Recreation Department reserves the right to alter or cancel any program or event when deemed necessary.