

## Registration Begins April 9th!

Registration will be accepted beginning April 9th for all residents of Millbrae AND non-residents. Registration will be accepted during all Department business hours and is taken at the Millbrae Community Center. All activities require pre-registration before attending classes.

Millbrae Central Park/Community Center  
477 Lincoln Circle, Millbrae, CA 94030  
Phone: (650) 259-2360  
Fax: (650) 259-2477  
Website: [www.ci.millbrae.ca.us](http://www.ci.millbrae.ca.us)

### Office Hours:

Monday-Thursday	9:00am-9:00pm
Friday	9:00am-4:45pm
Saturday	8:30am-12 noon

## How To Register

**ONLINE:** Visit [www.ci.millbrae.ca.us](http://www.ci.millbrae.ca.us) to register for classes 24 hours, 7 days per week!

**WALK IN:** Registration is accepted during normal business hours. Please bring emergency medical information when registering for trips, youth, and sports programs.

**MAIL-IN or FAX:** Registration information is accepted with check or credit card payment only. Please include a self-addressed, stamped envelope with mail-ins and send it to: Millbrae Recreation Department, 477 Lincoln Circle, Millbrae, CA 94030. Faxes are only accepted at (650) 259-2477.

## Types of Payment

Accepted forms of payment include cash, money orders, checks, Visa, Mastercard and Discover credit cards. If paying by credit card, please include the card's expiration date and state type of credit card. The signature on the registration form must match the name on the credit card.

Make checks payable: City of Millbrae. Returned checks are subject to a \$28 service charge. Cash is not accepted after normal business hours, Monday-Friday 9am-5pm.



## Residency

Millbrae residents are those individuals who currently reside in Millbrae. Proof of residency is required (i.e. driver's license or California I.D. with your current Millbrae address). P.O. Boxes are not acceptable. Non-residents are those individuals who currently reside outside of Millbrae (i.e. surrounding communities and unincorporated county areas).

## Age

Registrants must provide their birth date and be the correct age by the first day of the program. Proof of age may be required and must be provided upon request.

## Course Cancellations

If a course is cancelled by the instructor or the Recreation Department, a refund will be made to participants.

## Course Withdrawals/Transfers/Refunds

If a participant withdraws from a class before the first class meeting, he/she may receive Department credit for the registration fee. This credit may be applied to any future Department activity for any member of your family. We offer a 100% Satisfaction Guarantee: If you are unsatisfied with a course, you may fill out a Class Evaluation form and receive your registration fee back on your account to use for future registrations.

## Course Enrollment

Register early! Registration is not accepted in class. Courses not meeting their minimum enrollment will be canceled. If you are enrolled in a class and decide not to attend, please contact the Millbrae Community Center at least 7 days in advance. This will allow people on the waiting list to be contacted.

## Waiting Lists

Registrants will be placed on a waiting list once a course reaches its maximum enrollment. If a space becomes available, persons will be contacted by phone.

## Class Attendance

Attendance is limited to individuals enrolled in the program. Participants may not make up classes which they have missed; fees can not be pro-rated for classes missed.

## Senior Discount

Adults 60 and over receive a discount of \$5 for each program (excluding trips).

## Independent Contractors

Many recreation classes are being provided by contract with an independent vendor. While the City of Millbrae has reviewed the vendor's qualifications, experience, and suitability for providing the class, the City may not have screened the individual employees of the vendors.

# REGISTRATION INFORMATION

## Millbrae Recreation Department

## REGISTRATION FORM

FAX: (650) 259-2477

### 1. HEAD OF HOUSEHOLD INFORMATION

Mr./Ms./Mrs. (Last Name): \_\_\_\_\_ (First Name): \_\_\_\_\_ Gender (Circle): M F  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email Address: \_\_\_\_\_  
 Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Relationship (grandparent, friend, etc.): \_\_\_\_\_  
 Emergency Day Phone: (\_\_\_\_) \_\_\_\_\_ Emergency Evening Phone: (\_\_\_\_) \_\_\_\_\_

### 2. PARTICIPANT REGISTRATION INFORMATION

Participant's Last Name	Participant's First Name	Date of Birth (mm/dd/yy)	Gender	Program Name	Program Code	Program Fee
			M F			
			M F			
			M F			
			M F			
			M F			

Total Fees \$ \_\_\_\_\_

Senior Discount (over 60 years old) - \$5 per activity (excluding trips): \$ \_\_\_\_\_

Please fax registration forms when using a credit card to:

(650) 259-2477 OR mail with payment to: Millbrae

Recreation Department, 477 Lincoln Circle, Millbrae, 94030

I wish to donate to the Youth Scholarship Programs: + \$ \_\_\_\_\_

I wish to donate to the Senior Program: + \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

### 3. PAYMENT

<input type="checkbox"/> CREDIT CARD CARD #: _____ SIGNATURE: _____ NAME ON CARD: _____	VISA _____ MASTERCARD _____ DISCOVER _____ EXP. DATE: ____/____	<input type="checkbox"/> CHECK (Please make checks payable to City of Millbrae) \$26 return check fee <input type="checkbox"/> CASH
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### 4. LIABILITY WAIVER AND POLICIES

I, the undersigned participant, parent or guardian, do hereby agree to allow myself or the individual named herein to participate in the aforementioned activity, authorize the use of photographs taken in said activity to be used in promotional material, and I agree to indemnify and hold the City of Millbrae and Millbrae Recreation Department harmless from and against any and all liability for injury which may be suffered by myself or the aforementioned individual(s) arising out of or in any way connected with his/her participating in this activity. I understand that NO REFUNDS will be given after the 1<sup>st</sup> class meeting unless the class or program is cancelled by the City of Millbrae.

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Self  Parent  Guardian  Spouse