

# Registration Information

## General Registration Dates

### Registration for Residents

Resident registration begins when you receive your brochure. All registrations received by 9 am on Monday, August 14 will be randomly processed. All resident registration forms received after 9 am on August 14 will be processed on a first-come, first-served basis. The Park District will check residency.

### Registration for Non-Residents

Non-resident registration begins Monday, August 21 and will be drawn at random.

## Register Online

[www.lombardparks.com](http://www.lombardparks.com)

On our Web site, you may either print and fax the registration forms or fill out our online form.

## Mail In or Fax

**Lombard Park District**, Attn: Registration  
820 S. Finley Road, Lombard, IL 60148  
**Fax: (630) 620-0762**

## Drop Off

Place the completed registration form & payment in a sealed envelope and drop off at SKRC's main office or the drop box outside the main entrance.

**Hotline: (630) 953-6000**

- Ext. 21:** Western Acres Golf Course
- Ext. 22:** Moran Water Park Info
- Ext. 23:** Moran Water Park Pool Status
- Ext. 26:** Teen General Information
- Ext. 27:** Special Events

**Sports Hotline: (630) 415-3479**

## Registration Information

- Complete the registration form including second choice programs and signature. Unsigned forms or incorrect payments will delay the registration process. Please make note of registration deadlines for specific programs.
- Make checks payable to Lombard Park District, and include the phone number on the check. Please pay for your first choice only. (There is a \$20 service fee for any returned checks.)
- You may assume that you are enrolled in your first choice in the programs for which you have registered unless you receive a phone call from our staff.
- Anyone registering a child for a Lombard Park District Early Childhood program for the first time must include a copy of the child's birth certificate. We cannot process your registration without it.

## Residents and Non-Residents

Residents within the boundaries of the Lombard Park District must show proof of residency to qualify for resident fees. A Lombard address does not always indicate resident status because not all Lombard addresses are within Park District boundaries. Golfers must show their driver's license or a utility bill to prove residency.

## Waiting Lists

Waiting lists are created when we have more registrations for a program than we have space. We will contact you if you have been placed on a waiting list or missed a registration deadline.

## Refunds and Cancellations

- Programs may be cancelled or altered due to low registration, changes in staff, or facility availability. You are entitled to a full refund for a program that has been cancelled by the Park District.
- Participants may request a full refund before a program begins.

## Our Commitment To You: Customer Service Pledge

The Lombard Park District staff is prepared to exceed your expectations in every way possible. Employees will provide you with total satisfaction guaranteed. Our pledge to you:

- Friendly and enthusiastic staff who are professional and knowledgeable
- Organized, clean and safe parks, programs, and facilities
- Timely and consistent service
- Uncompromising quality

Satisfaction Guaranteed: We guarantee that you will enjoy our quality programs and special events. However, if you are not satisfied with a class or program, we will arrange for one of the following:

- 1) You may repeat the class at no charge,
- 2) You may receive a credit applicable to another program, or
- 3) You may receive a refund.

Stop by or call Sunset Knoll Recreation Center for more information. Restrictions apply to adult sports leagues, food and beverages, and tickets to entertainment and sporting events.



**For information on Park District programs and registration, please contact:**

Lori Bartels, Office Manager  
(630) 620-7322 or e-mail  
[lbartels@lombardparks.com](mailto:lbartels@lombardparks.com)

Lombard Park District complies with federal and state anti-discrimination laws as set forth in the Illinois Human Rights Act, the Illinois Constitution, Title VI of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act of 1990 and the U.S. Constitution to the extent that no person(s) shall be excluded from participation in or denied benefits of the Park District's services, programs or facilities on the basis of race, religion, color, age, sex, sexual orientation, national origin, ancestry, citizenship, disability, arrest record, marital or veteran status or any other legally protected status.

If you believe you have been discriminated against in any Park District program, activity or facility, please contact the Lombard Park District, 227 Parkside Avenue, Lombard, IL 60148 (630) 627-1281; the Equal Employment Opportunity Officer, Department of Conservation, 524 South Second Street, Springfield, IL 62701-1787 (217) 782-7616 or the Equal Opportunity Program Director, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.

# Registration Form

<b>Part 1 ■ Participant Information</b>		<i>Registration Form</i>
Family Last Name _____	Home Phone _____	
Address _____	Work/Emergency Phone _____	
City _____	ZIP _____	

<b>Part 2 ■ Credit Card Information (Visa, Mastercard, and Discover Accepted)</b>		
Card Number <input style="width: 150px; height: 20px;" type="text"/>	Expiration Date _____	Amount \$ _____
Card Holder (Print) _____	Authorized Signature _____	

<b>Part 3 ■ Fill in 1st and 2nd choice programs for each participant</b>						
	Program Code	Program	Fee	Participant's Name	Sex	Birthdate (m/d/y)
1st choice						
2nd choice						
1st choice						
2nd choice						
1st choice						
2nd choice						
1st choice						
2nd choice						
Please describe any accommodation needed for your enjoyment of this program:				<b>Total Fees \$</b> _____ <b>Method of Payment:</b> Cash, Check # _____		

I have read the recreation program waiver below and understand that my signature is required in order to participate in any program.

\_\_\_\_\_  
Signature of parent, guardian or adult participant

\_\_\_\_\_  
Print Name of parent, guardian or adult participant

\_\_\_\_\_  
Date

<b>Part 4 ■ Sign the Registration Waiver</b>
<p><b>Waiver and Release - Must Be Signed</b></p> <p>Please read this form carefully and be aware in registering yourself or your minor child/ward for participation in below program/programs you will be waiving and releasing all claims for injuries you or your child/ward might sustain arising out of the above program/programs.</p> <p>I recognize and acknowledge that there are certain risks of physical injury to participants in the above program(s) and I agree to assume the full risk of any such injuries, damages or loss regardless of severity which I or my child/ward may sustain as a result of participating in any activities connected or associated with any such program(s). I waive and relinquish all claims I or my child/ward may have against the Park District and its officers, agents, servants and employees as a result of participation in any of the above program(s). I hereby fully release and discharge the Park District and its officers, agents, servants and employees from any and all claims form injuries, damage or loss which I or my child/ward may have or which may accrue to me or my child/ward on account of my participation or the participation of my child/ward in any of the above program(s). I further agree to indemnify and hold harmless and defend the Park District and its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained by me or my child/ward and arising out, connected with or in any way associated with the activities of any of the program(s).</p> <p>If your first choice is filled, you will automatically be placed in your second choice program and be subject to regular cancellation policy. If both first and second choice are filled, you will automatically be placed on a waiting list for your first choice. I have read the recreation program waiver and understand that my signature is required on the reverse side in order to participate in Lombard Park District programs. <i>When registering by fax or email, it is mutually understood that the facsimile registration document (including waiver and release of all claims) shall substitute for and have the same legal effect as the original form.</i></p>

<b>Part 5 ■ Return your form to the Park District</b>	
<b>Mail, Drop-off or Fax:</b> Lombard Park District, 820 S. Finley Road, Lombard, IL 60148	Fax: (630) 620-0762