

How to Register



ONLINE

www.cityofberkeley.info/recreation
and click on "ONLINE REGISTRATION"
(Not all programs are available for
online registration)



FAX-IN

Completed registration form to
510-981-5160



IN-PERSON

Register in-person at one of our
Recreation Customer Service Hubs. See
page 3 for details.

Recreation Hub Locations:

Willard Hub

2701 Telegraph Ave., Berkeley

James Kenney Hub

1720-8th St., Berkeley

*NOTE: Locations are for in-person
registration only.



MAIL-IN

City of Berkeley
Recreation Division
2701 Telegraph Avenue
Berkeley, CA 94705

When filling out Registration Form:

- Fill out registration form completely.
- Print clearly and include a signature.
- Make checks/money orders payable to CITY OF BERKELEY
- We accept cash (exact change), check/money orders, Visa or MasterCard (credit/debit cards accepted in-person or by phone ONLY)
- Credit cards accepted only at the Recreation Customer Service Hubs and select community center sites.
- Please note: registration is not complete until full payment has been received.

Registration is ongoing and open until filled. City reserves the right to cancel classes with enrollments under minimum requirement. Register ASAP to ensure enrollment in the program.

Please Note: Class/activity registration is not complete until payment is received. IMPORTANT: Registration for Day Camp, Echo Lake Camp, Counselors-In-Training, Tennis Lessons (some), Baseball Leagues, and Youth Basketball Leagues, must fill out a separate registration form that can either be picked up at a Recreation Hub or downloaded from the website.

Scholarships

Scholarships are available for Berkeley residents for certain programs, provided applicant meets eligibility and verification requirements. You must submit an application and documentation at the time of registration. Scholarship applications can be obtained at any of the Community Centers, at a Recreation Hub, and online www.cityofberkeley.info/recreation

Refund Policy

All requests for refunds must be directed to the Recreation & Youth Services Manager, City of Berkeley Recreation Division, 2701 Telegraph Avenue, Berkeley, CA 94705. The original receipt must be submitted with a written request for a refund. The request must state the reason for the refund, and the date, time and location of the program. The Recreation and Youth Services Manager will render a decision to either: 1) refund the fee; 2) pro-rate the fee; 3) apply the fees to another session or program; or 4) deny the request.

A. Recreation and Marina Program & Services: No refunds or credit will be granted without 7 days notice prior to start of class or date of reservation. The City will deduct 25% of the amount paid from the refund to cover administration expenses.

B. Camp Programs: No refunds will be provided if cancellation is made less than 30 days before camp arrival date. A refund will be provided if the entire reservation is cancelled not less than 30 calendar days prior to arrival date, less a 25% administration fee not to exceed \$150.

VOLUNTEER & Have Fun!

We're always looking for helping hands at our City events and programs. To find out about upcoming volunteer opportunities, call Kim LeMay at 981-5147 or email: klemay@cityofberkeley.info



Do you have a unique talent that you'd like to share? The City of Berkeley is looking for class instructors.

The City of Berkeley Recreation Department is currently seeking qualified, part-time, fee class instructors to teach a variety of classes and programs to try to meet the diverse recreational needs of the community. Areas of interest include but are not limited to Performing and Cultural Arts, Health, Environmental Education, Sports, Financial Management and a variety of youth and adult activities.

Ideal instructors will have a proven track record of successful classes or programs. We will publish your offerings in our Recreation Activity Guide, take registration, process fees, and if needed provide an appropriate facility, based on availability.

If you are interested please email Mia at myamauchi@cityofberkeley.info or call 510-981-5142.



Parks, Recreation & Waterfront Department
 Recreation Division
 2701 Telegraph Avenue
 Berkeley, CA 94705
 TEL: 510-981-5150 TDD: 510-981-6903 FAX: 510-981-5160

REGISTRATION FORM

Adult/Parent/Guardian

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: () _____ Work Phone: () _____ Cell Phone: () _____

Email Address: _____ Can we email you about our programs? YES NO

Emergency Contact (other than Parent/Guardian phone numbers noted above)

Full Name: _____ Relationship: _____ Phone: () _____

Participant Information

Does your child have any physical/cognitive disabilities? If so, please list and explain. YES NO

Participant's Full Name	Date of Birth	Age	M/F	Activity Name or Code	Time	Location	Fee
TOTAL FEES \$							

Consent and Release from Liability

In consideration of permission to participate in Recreation Programs, I for myself, heirs, successors, and assigns, agree to release, defend, indemnify and hold harmless the City, its officers, agents, volunteers and employees from and against any claims, demands, liability, damages, lawsuits or other actions, including but not limited to, personal injury or death or property damage arising out of or in any way connected with my participation or the participation of my child/ward in Recreation Programs.

Signature of Parent/Guardian/Self: _____ Date: _____

Photo Release: I give my consent to allow the City of Berkeley to use any photographed images of my child/self in promotional materials and/or its website.

Signature of Parent/Guardian/Self: _____ Date: _____

For Office Use Only			
<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card Processed	<input type="checkbox"/> Check # _____	Receipt # _____ Processed by _____ Date _____

PLEASE NOTE: Registration is not complete until full payment is received. To pay by credit/debit card, please call (510) 981-5150 or visit a Recreation Customer Service Hub.