



Town of Cary Parks, Recreation & Cultural Resources Department

Family Account Registration Form

Complete this form to receive your EZ-REG Family Account PIN and Individual Client Codes for your family. **Please include all family members in your household that may register for programs.** Having your PIN and Client Code will allow you to register on the internet (<http://classweb.townofcary.org>).

I am submitting this form to (please check one):

- Set up a family account
 Update my family's information
 Request client codes & PIN

Family Member Information (please print)

	Last Name	First Name	Date of Birth mm/dd/yyyy	Sex (M/F)	Work Phone	Mobile Phone
1	Main Contact (use top line)					
2						
3						
4						
5						
6						

Family Contact Information

Address _____

City _____

State _____

Zip _____

Cary Resident Yes No

Home phone # _____

Is this a mobile phone? Yes No

*Email address _____

*By providing my email address I agree to receive email communication from the Town of Cary

1st Emergency Contact Information

Emergency Contact Name _____ Relationship _____

Home Phone # _____ Work Phone # _____ Mobile Phone # _____

Non Household Emergency Contact Information

Emergency Contact Name _____ Relationship _____

Home Phone # _____ Work Phone # _____ Mobile Phone # _____

Please forward my PIN and Client Codes via: (Check one box below)

Via US Mail
 My email address
 Fax # _____

Signature of Main Contact _____ Date _____

Only signed forms will be processed; signature affirms that above information is correct.

To Submit Form (processed weekdays within 24 hours or less)

- Email to: Recreation.Support@townofcary.org
- Fax to: (919) 469-4344
- Drop off: PRCR Facilities Listed on Back
- Mail to: Attn: Family Account EZ-REG Form
Cary Parks, Recreation and Cultural Resources
P.O. Box 8005
Cary, NC 27512-8005

How to return this form:

Fax to	Drop-off the form at any Parks, Recreation & Cultural Resources Facility	Mail to
(919) 469-4344	Administrative Office: (919) 469-4061 316 North Academy Street Bond Park & Bond Park Community Center: (919) 462-3970 150 Metro Park Drive Cary Arts Center: (919) 469-4069 101 Dry Avenue Cary Senior Center: (919) 469-4081 120 Maury Odell Place Cary Tennis Park: (919) 462-2061 2727 Louis Stephens Drive Herbert C. Young Community Center: (919) 460-4965 101 Wilkinson Avenue Middle Creek Community Center: (919) 771-1295 123 Middle Creek Park Avenue Page-Walker Arts & History Center: (919) 460-4963 119 Ambassador Loop Stevens Nature Center: (919) 387-5980 2616 Kildaire Farm Road	ATTN: Family Account Registration Cary Parks, Recreation & Cultural Resources P.O. Box 8005 Cary, NC 27512-8005

Registration Information

Cary Parks, Recreation & Cultural Resources continues to develop ways to make program registration easier for the citizens of Cary. Cary residents are given the opportunity to mail-in registration forms or electronically register before the designated walk-in registration date. A copy of the Program Registration Form, plus the entire brochure, is now available in PDF (Portable Document Format) on the Town of Cary's website at townofcary.org. Please note that separate registration forms may be required for Camps, Athletic Programs and Special Events. Please read the brochure information carefully on how to register for any programs or activities.

Registration Payment

Walk-in registrants may bring cash, money order, check (made payable to "Town of Cary"), Visa or MasterCard as payment for registration. Mail-in registrants may pay via check only. Some classes will fill quickly. If you are willing to credit your account, write one check. If not, please write separate checks for each class per person. (A credit is valid for one (1) year and can be used toward any future program registration.) Electronic registration services accept only Visa or MasterCard as payment. Full payment must be made at the time of registration. Accounts will be charged a \$25 fee for returned checks. Participants with declined payment may be withdrawn from the class.

Withdrawal & Refund Policy

Registration fees are 100% refundable when the department cancels the activity. A participant wishing to withdraw from a class that has not been cancelled by the department must provide a written request at least one week before the scheduled start of the class. They may receive 100% credit to the family's account, valid for one (1) year, or may request a refund minus a minimum of \$5 administrative fee per participant per class. Within the week prior to the scheduled start of a class, refund/credits will not be given except for verified medical/hardship cases. Refund for payments made by check cannot be processed for three weeks from the date payment was made.

Photo Policy

Cary Parks, Recreation & Cultural Resources Department reserves the right to photograph program participants for publicity purposes.

Schedule Changes & Cancellation

Cary Parks, Recreation & Cultural Resources reserves the right to alter schedules, fees and instructors as necessary. Classes are subject to cancellation when minimum enrollment has not been reached.

Waiver Policy

A waiver, signed by the parent or guardian, must be on file for each class before the first day of participation. A copy of the waiver is available at any Town of Cary Arts or Community Center and at the Town's website (townofcary.org). Registrants without signed waivers will not be allowed in class.

Nonregistered Children in the Classroom

Because of space limitations and distractions to other participants, **we ask that only registered participants remain in a classroom.** Parents (in the case of non-parent participation classes) and siblings may wait in approved waiting areas. Exceptions may be made by the facility supervisor in the case of participants with disabilities, who may need additional assistance.

ADA Accommodations & Inclusion

The Town of Cary is committed to an inclusive approach to recreation and encourages individuals with and without disabilities to participate together. In order for individuals with disabilities to participate as fully as possible, reasonable modifications will be provided in accordance with the ADA. If you or a family member requires a reasonable modification to participate in a program, please check the appropriate box on the registration form. An FM Assisted Listening System is available for programs. Call 460-4963 at least 24 hours in advance to reserve the system.

Facility Reservations and Rentals

Picnic Shelter reservations are accepted in-person or on the phone at Bond Park, Herbert C. Young and Middle Creek Community Centers. Some picnic shelters are available for on-line booking at <http://classweb.townofcary.org>. Other facility rentals are accepted by the facility you wish to reserve. Special forms and procedures are required. Please contact the desired facility for more information.

TOWN OF CARY - PARKS, RECREATION & CULTURAL RESOURCES DEPARTMENT

316 North Academy Street • Cary, NC 27513 • PO Box 8005 • Cary, NC 27512-8005

tel (919) 469-4061 • fax (919) 469-4344 • townofcary.org