

Registration Information

Registration forms may be dropped off or mailed in at any time. For your convenience, there are two drop off locations where completed registration forms can be deposited when the office is closed but the building remains open. These include the Community Center Welcome Desk and the Youth Center business office drop slot. PLEASE NOTE: All courses have a limited enrollment. Early registration improves the likelihood that you will be enrolled in your courses of choice.

Resident Registration is ongoing and will be given priority through December 13, 2009.

Non-Resident Registrations will be processed beginning on December 14, 2009 in the order in which they were received.

MAIL-IN REGISTRATION PROCESS

1. Complete in its entirety the registration form located in this brochure.
2. Make payment using one of the following forms: check, money order, or credit card (Visa/MasterCard/American Express/Discover). Cash payments will not be accepted via the mail.
3. Seal in an envelope, affix proper postage and mail to: The Greenbelt Recreation Department; 25 Crescent Road; Greenbelt, Maryland 20770

IN-PERSON REGISTRATION PROCESS

1. Visit the business office at the Community Center or Youth Center between the hours of 9:00am and 4:30pm, Monday through Friday. For walk-in aquatic and fitness course registrations and/or memberships, please visit the Greenbelt Aquatic and Fitness Center.
2. Complete a registration form in its entirety.
3. Make payment using one of the following forms: cash, check, money order, or credit card (Visa/MasterCard/American Express/Discover).

ON-LINE REGISTRATION PROCESS

1. In order to use online registration, you must have registered previously with the Greenbelt Recreation Department.
2. Visit www.greenbeltmd.gov click on RECLINK then follow the on-line instructions.
3. To log into the website, your initial username is your home phone number and your password is your home zip code. It is HIGHLY RECOMMENDED that you change this information on your first log-in.
4. Please note: there are a few classes where on-line registration is NOT allowed. Please see the class listing for more information.

CITY RESIDENCY

Resident rates apply to those persons who reside in, pay taxes to and are eligible to vote in Greenbelt elections (if 18 years of age or older). Non-resident rates apply to those who live outside of Greenbelt or those who have a Greenbelt mailing address but do not pay taxes to the City. When registering for a class or conducting business as a Greenbelt resident, proof is required in the form of a state issued photo ID or current lease with a valid Greenbelt address.

CLASS CANCELLATIONS

Classes will not be held on the following dates: **January 1** – New Year's Day, **January 18** – Martin Luther King, Jr. Day, **February 15** – Presidents' Day. Please reference the individual course description for other scheduled class cancellations. If an individual class meeting is canceled, a make-up will be held at the end of the regularly scheduled course when possible. Pre-school and children's classes scheduled before 5:00pm will not meet on some P.G. County school holidays. When Prince George's County Schools are closed or delayed due to inclement weather or emergency, please call the Greenbelt Recreation Department Weather & Information Hotline at 301-474-0646 for updated class information.

COURSE FEES

Please refer to the individual course description for current fees and pricing. A 10% discount will be given to any senior citizen 60 years of age or over registering for adult courses, with the exception of those courses designed specifically for senior citizens.

CREDITS/REFUNDS

If an activity is canceled by the Recreation Department, all enrolled patrons will receive a full credit or refund according to their preference. Under any other circumstances, the availability of a household credit or refund is not guaranteed regardless of the timing of the request. In order to be considered, requests must be received before 1/3 of the program in question has elapsed. Credit/refund request forms are available at the Community Center and Youth Center business offices. Approved credits and refunds are subject to a 10% (minimum \$2.50) processing fee and will be pro-rated to reflect the number of meetings attended by the participant.

INCLUSION

Individuals who are physically, mentally, and/or emotionally challenged are encouraged to participate in any of our programs. Please call Karen Haseley, CTRS at 240-542-2054 to make arrangements.

CLASS SCHEDULE

Classes will begin the week of January 11, 2010. Please see the course descriptions for exceptions and specific information pertaining to class meeting dates..

LOCATION CODES

BFTC - Braden Field Tennis Courts
CC - Greenbelt Community Center
GAFC - Greenbelt Aquatic & Fitness Center
GRHS - Green Ridge House
SHLES - Springhill Lake Elementary School
SHLRC - Springhill Lake Recreation Center
SHP - Schrom Hills Park
YC - Greenbelt Youth Center

WEATHER AND INFORMATION LINE 301 474-0646

Call the weather and information hotline for updates on classes, programs and activities when there is inclement weather or another emergency.

GREENBELT RECLINK ON-LINE REGISTRATION

The Greenbelt Recreation Department now has online registration. If you are currently in our system (have registered for activities or programs previously) then you should have received your user name and password through email. In order to use the online registration, follow the instructions below.

1. Visit www.greenbeltmd.gov click on RECLINK then follow the on-line instructions.
2. To log into the website, your initial user name is your home telephone number and your password is your zip code. It is **HIGHLY RECOMMENDED** that you change this information on your first log-in.
3. Please note: There are a few classes where on-line registration is **NOT** allowed. Please see the class listing for more information.
4. Please note: Registrations will not be completed unless payment is made in full. Those individuals placed on a waiting list are not required to submit payment. If you have popups blocked in your antivirus software, you may need to temporarily allow popups for this site to receive your receipt and notice that the receipt has been emailed to you.

If this is your first time registering with the Greenbelt Recreation Department, you must go to the office (15 Crescent Road, or 99 Centerway, Greenbelt, MD 20770) to get your household set up. If you are a Greenbelt resident, you must bring proof of residency (driver's license, lease, etc.) to receive resident rates.

**Should you experience problems with this online registration site, please contact us at 301-397-2208
Monday - Friday 9:00am-4:30pm.**

GREENBELT DEPARTMENT OF RECREATION Rules of Conduct



The Greenbelt Recreation Department is committed to providing quality recreation and educational opportunities in a healthy, positive and enjoyable atmosphere. Our most important goal is to provide a pleasurable and secure environment for all participants. To fulfill this commitment, the Department has established Rules of Conduct. By signing the waiver on the Greenbelt Recreation Department registration form (page 27), all class participants agree to abide by these Rules of Conduct.

- any action which, in the judgment of Department staff, places the health, safety or welfare of any person at risk. This includes but is not limited to: physical and/or verbal abuse, intimidation, coercion, inciting others to violence or disruption, sexual harassment, possession, use or distribution of weapons, instruments used as weapons, fireworks or explosives;
- possession, use or distribution of alcohol, illegal drugs or controlled substances; and
- any action that constitutes a violation of local, state or federal law.

CONSEQUENCES

Misconduct by participants will result in temporary or permanent removal from the program or facility. Refund of program fees will not be issued when removal from the program or facility is a result of non-compliance with the Rules of Conduct.

If participant is under the age of 18, a parent will be notified either face-to-face at pick up time or by written correspondence sent home. In the event that a child must be removed from a program or facility, the parent or guardian will be contacted and required to pick up the child immediately. Removal from a Recreation Department program or facility will extend to all Recreation Department programs and facilities.

Individuals may lose the opportunity to participate in programs and services, including the use of center facilities throughout the Department of Recreation, subject to approval of the Assistant Director of Recreation, for any of the following:

- failure to abide by any of the rules established by the Department;
- failure to comply with the direction given by center staff in the lawful performance of their duties;
- misuse, destruction, damage or theft of Department property or the property of others;
- indecent or obscene language or conduct, including use of profanity;

GREENBELT ACTIVITY REGISTRATION FORM

(PLEASE PRINT)

Adult Participant/Parent/Guardian _____

Address _____

Please check here if this is a new address.

City _____ State _____ Zip _____

Phone (day) _____ (evening) _____ E-mail _____

Receipts are sent via e-mail whenever possible.

Emergency Contact _____ Emergency Phone _____

Do you need any special accommodations for any of the individuals listed below? YES ____ NO ____.

If yes, please complete a Special Assistance Request Form provided by the Recreation Department or download it from www.greenbeltmd.gov/recreation/special_assistance.htm.

Participant's Name	Male/ Female	Date of Birth	Activity Registration #	Activity Name	Activity Fee
Please make checks payable to : City of Greenbelt				TOTAL	

Please charge my (please circle): VISA MC AM EX DIS

Expiration Date: _____ Credit Card Number: _____

Signature: _____ Date: _____

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN.

INSURANCE: I hereby inform the City of Greenbelt and the Greenbelt Recreation Department that I will assume any and all medical insurance coverage for the above named participant(s), and that said coverage shall be adequate to cover any and all possible accidents or injuries to the above named participant(s) received during any phase of this program.

RELEASE: I hereby release and agree to hold harmless the City of Greenbelt and the Greenbelt Recreation Department, its employees, volunteers, coaches and other participants from any act of commission or omission which may result in any personal injury or property damage arising out of the above named participant's participation in this program. I further agree to save harmless the City of Greenbelt and the Greenbelt Recreation Department, its employees, volunteers, coaches and other participants from all losses, costs and expenses (including attorney's fees and court costs), settlement payment (whether or not reduced final judgment) and all liabilities, damages and fines paid, incurred, or suffered by the City of Greenbelt and the Greenbelt Recreation Department by reason of, or arising out of injuries to persons (including death) or property damage caused by or attributed to the above named participant's participation in this program.

RULES OF CONDUCT: I agree that I and/or the minors for whom I am responsible will abide by the Recreation Department's Rules of Conduct as outlined on page 26 of this brochure.

X _____ X _____
 Adult Participant or Guardian's Signature Date Additional Adult Participant's Signature Date

If more than one adult in the same household is signing up for an activity, both must sign the waiver.