

Registration Information for Programs Offered by the Murrysville Recreation Department

The following information and procedures will help to facilitate your registration for programs offered by the Municipality of Murrysville Recreation Department.

Complete all required information as indicated on the registration form and mail or deliver the form to:

**PROGRAM REGISTRATION
MURRYSVILLE RECREATION DEPARTMENT
4100 SARDIS ROAD, MURRYSVILLE PA 15668**

Questions: 724-327-2100, Ext. 131

Refund Policy. Refunds will be given only if a program is cancelled and not rescheduled. There will be no refunds given for programs otherwise, unless there is a medical reason. A 10% administration fee will be charged if a refund is given. A registrant cannot transfer his/her right to attend a program to another person.

Resident Registration: All persons who pay their taxes to the Municipality of Murrysville pay resident fees.

Non-Resident Registration: Non-residents are all persons who pay taxes to any other Municipality, Borough, or Township. Non-residents are required to add a \$5.00 surcharge for each class when registering.

Register Early: Don't let a class be cancelled due to the appearance of a lack of interest because everyone waited until the last minute to register. Registrations will be placed in the order they are received. Walk in registrations will incur a \$10.00 fee. For mail in registrations, please use one registration form for each individual registrant. You may register each person for more than one class on the same form.

Payment: Mail in, drop off or online registration is available. Checks or money orders must be made payable to the Municipality of Murrysville (MOM). For e-checks and credit cards, register online at <http://murrysvilleparecreation.com/> under the programs drop-down and select online registration. A single payment may be made for all family members.

Attendance: Attend the first class as scheduled. NOTIFICATIONS WILL BE MADE ONLY IF A CLASS IS FILLED, POSTPONED OR CANCELLED. If you register on-line or include e-mail address on application, you will be notified by e-mail of registration.

Class Cancellations: The Recreation Department reserves the right to cancel, postpone or reschedule any class that does not meet the minimum number of class participants. Every effort will be made to reschedule sessions due to unanticipated events or instructor illness. Rescheduling is not guaranteed.

Weather Related Cancellations of Single Classes: Cancellations will be announced on the Municipal website, www.murrysville.com, and on the Department Facebook Page, Murrysville Recreation Department. Channel 19 may also include cancellations. Feel free to call our office any time prior to 5:00 to confirm program status.

Insurance: The municipality does not carry insurance to cover hospitalization or medical costs for persons injured during the course of participating in or viewing of any of MOM's programs or events. All participants enter programs at their own risk.

Accessibility: People with disabilities who require special accommodations that are registering for classes must contact the recreation office prior to the start of class so appropriate preparations can be made.

- Online registration is available at www.murrysvilleparecreation.com
- credit cards and e-checks



The Murrysville Recreation Department Program Registration Form

Recreation Dept. Use Only

Date: _____
Pay Method: _____
Check #: _____
Amt. Paid: _____

Resident Information:

Do you pay taxes to:
Murrysville (Resident)
Other (Non-Resident)

Late Fee: \$10.00 Late Fee begins one (1) week before the start date of the program.

Please fill out all the applicable information in red below. Registrations can't be processed without this information.

Participant Name: _____ Male: ___ Female: ___ DOB: _____

Address: _____ City: _____ Zip Code: _____

Parent's Name (if participant is under age 18): _____

Phone Number: _____

Emergency Contact: _____ Emergency Phone: _____

Email: _____

Program Name: _____ Start Date: _____ Fee: _____

Program Name: _____ Start Date: _____ Fee: _____

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Program Name: _____ Start Date: _____ Fee: _____

By registering for any Municipality of Murrysville program, class or event you are giving permission to the Municipality of Murrysville to use photographs of the participant for the promotion of Murrysville parks and recreation programs and events. The participant agrees to hold the Municipality of Murrysville free and harmless from any liability of any nature. The participant also agrees that they have read and understood all of the rules and regulations listed on our website.

Please Make Checks Payable to:
Municipality of Murrysville
4100 Sardis Road Murrysville, PA 15668

Total Fee Due: _____
(Including Late Fee if applicable)

Signature of Participant or Parent/Guardian: _____ Date: _____