Registration Information

Recreation Programs and Classes

All Recreation programs and classes are filled on a first come, first served basis. Advanced registration is required for all programs. Registration is only being taken at the City of Placentia Community Services Department. Registration will not be taken at the classes. Activities may be cancelled if minimum enrollment is not met. Registration may be submitted using one of the following methods.

First Priority - Walk In

Participants may register at the Community Services Department located at City Hall. Office hours are Monday – Thursday, 7:30 a.m. -5:30 p.m. and every other Friday, 7:30-4:30 p.m.

Second Priority - Mail In

Complete the registration form on this page, include payment and mail to: Placentia Community Services

401 E. Chapman Avenue Placentia, CA 92870

Mail in Registration will be processed at 5:00 p.m. the day received. Registrations received prior to the applicable registration start date will be processed at 5:00 p.m. on the first day of eligibility.

Third Priority - Fax In

Fax the completed registration form to (714) 961-0283. The fax line is open 24 hours a day. Be sure to include your credit card number, expiration date and signature. Faxed registration will be processed following mail in registration the day received. Registrations received prior to the applicable registration start date will be processed following mail in registration on the first day of eligibility.

Excursions

Due to the popularity of the excursion program and limited seating, each family is limited to maximum of four (4) tickets per excursion. The City of Placentia makes no guarantee that accompanying parties of four (4) or more will be seated in the same section.

Guests with Disabilities

The City of Placentia does not discriminate on any basis in admission or access to, or treatment in, its programs or activities. The Community Services Department intends to comply with the American disability Act. If you are disabled and need special accommodations to participate in any of the department's programs, please notify us at least four (4) weeks prior to the start of the desired program and we will attempt to respond to your needs. Information concerning the Americans With Disabilities Act is available by visiting www.eeoc.gov/ada.

Payment Methods

We accept cash, checks, Visa, MasterCard, and money orders. Please make checks payable to: City of Placentia

Refunds

Requests for refunds will be considered upon a receipt of a refund request. Refund request must be made in person or in writing. A \$5 processing fee will be deducted from all refunds. Refunds for excursions must be requested at least two (2) weeks prior to the trip to be considered and will only be granted if spaces can be filled. Refund request forms are available at the Community Services Department. If a program is cancelled, a full refund will automatically be mailed. Please allow four (4) weeks for refunds to be processed.

CITY OF PLACENTIA COMMUNITY SERVICES DEPARTMENT

ACTIVITY REGISTRATION FORM - PLEASE PRINT & FILL OUT COMPLETELY

Last Name of Parent or Adult	Fii	st Name	¥		
Address					
City		State		Zip Code	
Home Phone ()		Work Phone (347
Email	2-03				
First Name of Participant	Birth date	Gender	Course Code	Course Name	Fee
		M/F			
		M/F	22		
		M/F			
		M/F		*	
				Total Fees	
In consideration of your accepting this regis agents, or employees from any liability cla by the person(s) registered. Additionally, the such photographs in the promotion of City	im or action for damo e above registered pa	ages resulting	from or in any we	ay arising out of the participation in	this program

Make your checks payable to: City of Placentia

Mail to: Placentia Community Services 401 E. Chapman Ave Placentia, CA 92870

Signature

FORM	OF	PAYEMENT	
TO A TRANSPORT			

- POSTED
- CASI
- CHE

•	CASH
•	CHECK
•	CREDIT CARD

CREDIT CART INFORMATION

Holder's Name

Type: Visa or MasterCard Exp. Date

Number