

For Office Use only	INT _____
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Pd Others _____	

# Bay View Community Center ADULT REGISTRATION FORM

Use this form to register for Arts & Crafts, Food & Nutrition, Recreation & Fitness, 50+ Programs & Trips & Tours sponsored by BVCC.

To register for a class or trip, fill out sections 1-4. One person per form. **Please Print.**

## 1. Print Name, Phone Numbers and complete address:

_____	_____	_____	_____
<b>Name</b>	<b>Home Phone</b>	<b>Daytime Phone</b>	
_____	_____	_____	_____
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
Email Address: _____			

## 2. Print Program/Trip Information

_____	_____	_____	\$ _____
<b>Program Name</b>	<b>Date</b>	<b>Time</b>	<b>Cost</b>
_____	_____	_____	\$ _____
<b>Program Name</b>	<b>Date</b>	<b>Time</b>	<b>Cost</b>
_____	_____	_____	\$ _____
<b>Program Name</b>	<b>Date</b>	<b>Time</b>	<b>Cost</b>
_____	_____	_____	\$ _____
<b>Program Name</b>	<b>Date</b>	<b>Time</b>	<b>Cost</b>
			\$ _____
			<b>Total Cost</b>

**3. Signature & Liability Clause:** In signing this registration my family & I agree to abide by the policies and procedures as printed on **Page 1 & Page 2** of this registration form. I hereby absolve and hold harmless the Bay View Community Center and its employees from any liability for injuries and damages as a result of participation in a BVCC program or trip. I further provide that this consent and waiver applies to my heirs, executors or assignees.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## 4. Method of Payment: Please mark your method of payment.

1.  Cash      2.  Check or Money Order made payable to BVCC  
 3.  Charge to my  VISA  Mastercard    My card number is \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Back of card – last 3 numbers: \_\_\_\_\_ My charge card expiration is: \_\_\_\_\_  
**Signature for Charge Card** \_\_\_\_\_

**Return Registration Form to:** BVCC 1320 E. Oklahoma Ave. Mil., WI 53207  
 For free programs or if using a charge card you may **FAX** form to **(414) 482-1468**.  
 You may cancel your registration only up to the registration deadline. Cancellation **MUST BE IN WRITING**. If you are canceling a trip, your Trip Ticket **MUST** be returned with your notification. If You cancel **BEFORE** the registration deadline you will receive a refund minus \$5.00 processing fee. Refunds will not be given after the deadline date. If BVCC cancels due to insufficient enrollment, you will receive a complete refund.

**Registration is not Transferable**

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Cancellation Policy Read to Phone Charge Customer and Accepted: \_\_\_\_\_  
 \_\_\_\_\_ Date      Staff Initials

The decision of BVCC management is final.

## **REGISTRATION PROCEDURES & POLICIES**

The Bay View Community Center does not discriminate on the basis of race, color, sex, handicap or national origin. Registration for all programs is accepted on a first come first serve basis. We reserve the right to refuse admissions to programs and trips as necessary.

All attendees must have a completed registration form on file.

To register, please use the form attached. You may photocopy the form. For additional forms contact the Center or pick some up the next time you are in the building.

You may **FAX** your registration form. Our FAX # is (414) 482-1468.

The registration form must be filled out completely. Participant's signature is required. Forms not signed are invalid and will be returned. The BVCC is not responsible for resulting delays.

Payment must accompany registration forms. Check or Money Order or Charge Card information can be mailed to the Center. Cash is accepted in person only. **MASTERCARD/VISA** are accepted in person, by phone or if faxing a registration form. Call (414)482-1000 for details.

Please register by registration deadline. Classes with insufficient enrollment will be cancelled. Only if space and circumstances permit, will you be able to register after the deadline.

All programs start on time. Classrooms open for seating a ½ hour before program begins unless otherwise stated. **DO NOT COME EARLY. BUILDING NOT OPEN.** Latecomers will be seated in available seats.

You can cancel your registration only up to the registration deadline. Cancellations **MUST BE IN WRITING**. If you are cancelling a trip, your trip ticket **MUST** be returned with your notification. If you cancel **BEFORE** the registration deadline you will receive a refund minus \$5.00 processing fee. Refunds will not be given after the deadline date.

Registration is not transferable.

**For Trips:** Trip ticket and photo ID needed at time of check-in to board bus.

**For Adult Programs:** Please bring photo ID to be presented at time of check-in.

If BVCC cancels class due to insufficient enrollment, you will receive a complete refund.

Adult classes are planned for individuals ages 18 and up. Please do not bring, or have dropped off, babies or children (ages newborn to 17 years old) to adult classes. Program Participants are not allowed to bring food or beverages into any program except for their personal consumption.

Childcare is available for parenting classes as indicated, on a limited, first come basis. You must register for childcare when you register for class. You must notify us in advance if you will not be attending a childcare session. Failure to do so will result in a "no show" charge. Please do not bring children or babies to classes where childcare is not offered.

**Notice of cancellation because of snow emergency will be carried over the following TV Stations: WITI TV6; WISN TV12; WTMJ TV4; and the following Radio Stations: WTMJ 620; WKTI 94; WLTV 97; WISN 1130. The Center will close anytime Milwaukee Public Schools are closed for a snow emergency.**