

For Office Use Only		INT _____	
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# Bay View Community Center ADULT REGISTRATION FORM

Use this form to register for Arts & Crafts, Food & Nutrition, Life Skills, Recreation & Fitness, 50+ Programs and Trips and Tours sponsored by the Bay View Community Center.

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:

_____	_____	_____	_____
Name	Home Phone	Daytime Phone	
_____	_____	_____	_____
Address	City	State	Zip
	Email _____		

## 2. Print Program/Trip Information:

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

**3. Signature & Liability Clause:** In signing this registration I agree to abide by the policies and procedures as printed on the back 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 Bay View Community Center 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 transferrable**

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*  
 Cancellation Policy Read to Phone Charge Customer and Accepted: \_\_\_\_\_  
 Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

## 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 completed registration form on file.

To register, please use the forms enclosed in this booklet. 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 and VISA are accepted in person or 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 1/2-hour before program begins unless otherwise stated. Latecomers will be seated in available spaces.

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 requested.

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-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.**