

# Registration

## COME IN



Visit Hempfield Rec at the corner of Stony Battery Road and Church Street using the Stony Battery entrance.

Hours:  
Monday-Friday  
5 a.m.-10 p.m.  
Saturday 7 a.m.-7 p.m.  
Sunday 7 a.m.-7 p.m.

## PHONE IN



Call (717) 898-3102 using your VISA, Discover or MasterCard



Hours:  
Monday-Friday  
5 a.m.-10 p.m.  
Saturday 7 a.m.-7 p.m.  
Sunday 7 a.m.-7 p.m.

## MAIL IN



Fill out the form on the following page and mail it to:

Hempfield Area Recreation Commission  
950 Church Street  
Landisville, PA 17538

## FAX IN



Fill out the form on the following page. Please remember to include your credit card (VISA or MasterCard) information on the registration form. Fax to (717) 898-2702 24 hours a day.

**CONFIRMATIONS:** HARC does not call to confirm registrations. You are accepted in the program unless otherwise notified. Once you sign up, it is your responsibility to attend the activity. No confirmations will be sent unless you provide a self-addressed, stamped envelope.

### WHICH FEE DO I PAY?

The resident (R) fees listed in this brochure are for the residents of the Hempfield School District including East Hempfield Township, West Hempfield Township, East Petersburg Borough, and Mountville Borough. The fees are a result of the tax dollars with which these municipalities provide the commission. Those participants living outside of the Hempfield School District should pay the non-resident (NR) fee. The non-resident fees are calculated based on the following graduated scale:

Resident fees	Non-resident fees
\$0-\$10	add \$2
\$11-\$15	add \$4
\$16-\$20	add \$6
\$21-\$25	add \$8
\$26-UP	add \$10

If a class, activity or league has reached its maximum limit, residents receive priority over non-residents for participation in our programs.

**See page 6 for HARC Financial Assistance Statement.**

### WHAT IS HARC'S REFUND/ CREDIT POLICY?

Requests for refunds will be given in the following cases:

- If a program is cancelled, a full refund or credit is issued.
- If notice is given by you a week prior to program starting, a \$4 fee will be charged.
- Due to injury/illness after the start of the program, if HARC is notified immediately, a pro-rated refund or credit will be granted. A doctor's excuse may be required. No other pro-rated refunds will be granted.
- If you cancel a trip, notify us at least 14 days prior to trip date to receive refund, less \$4 fee. After that, a refund or credit will only be given if a replacement is found.

**NOTE:** Any checks returned to HARC due to insufficient funds will incur an additional \$20 fee.



### LOW REGISTRATION NUMBERS

The Hempfield Area Recreation Commission reserves the right to cancel or combine a program due to insufficient enrollment. Each program has a minimum number of participants that must be registered for it to be offered. If that minimum is not reached, the course will be cancelled. All pre-registered participants will receive a phone call from HARC cancelling the program as well as a full refund or credit. If necessary, classes are normally cancelled one week before they are scheduled to begin.

**PLEASE REGISTER EARLY!**

### BUS TRIP GUIDELINES

Reservations for bus trips are taken on a first-come, first-paid basis. Youth under age 18 must be accompanied by an adult. See page 19 for refund information.

The Hempfield Area Recreation Commission in the determination of eligibility of admission of any participant does not discriminate on the basis of race, sex, religion, creed, color, national origin or disability. Please give us at least three weeks prior to the class or program start date to make reasonable accommodations. Please call us at 898-3102.

# Registration Form

**HEMPFIELD AREA RECREATION COMMISSION REGISTRATION FORM**

Registrant's name \_\_\_\_\_  
 Parent/Legal Guardian if under 18 \_\_\_\_\_ LAST \_\_\_\_\_ FIRST \_\_\_\_\_

Address \_\_\_\_\_  
 STREET \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_




Phone: HOME \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

E-MAIL \_\_\_\_\_

East Hempfield Township  
 West Hempfield Township  
 East Petersburg Borough  
 Mountville Borough  
 Hempfield Rec Center Member  
 Non-resident of Hempfield School District

PARTICIPANT	BIRTHDATE	SEX	PROGRAM TITLE	CODE #	DATES	TIME	FEE

**CONFIRMATIONS:** HARC does not call to confirm registrations. You are accepted in the program unless otherwise notified. Once you sign up, it is your responsibility to attend the activity. No confirmations will be sent unless you provide a self-addressed, stamped envelope.

Cardholder Name \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Fax with credit card number to (717) 898-2702.** **TOTAL FEE** \_\_\_\_\_

Make check payable to HARC and mail to:  
 Hempfield Area Recreation Commission  
 950 Church Street  
 Landisville, PA 17538-1508

Signature: \_\_\_\_\_

Waiver of liability: I, the above named candidate for participation in the above named activity, hereby, waive any claim for bodily injury or property damage against the Hempfield Area Recreation Commission, its agents, servants and /or employees while a participant in the above named activity.  
 I also permit the Hempfield Area Recreation Commission to use any photographs or videotape of me or my child(ren) for promotional purposes.

Signature: \_\_\_\_\_

Participants' signature or parent/legal guardian if under 18 \_\_\_\_\_ **T-shirt size (if required)** \_\_\_\_\_