

# PROGRAM REGISTRATION

Four Easy Ways to Register!!!

**Signed registration/Hold Harmless forms are required** for participation in UDP&R programs - these forms are a contract of understanding between you and UDP&R. Signed registration forms are required to process your registration and for participation in programs.

**Online Store** - Registering for UDP&R's programs, tickets only and trips is available online. If you experience any problems while using the Online Store, please call UDP&R. Visit [www.upperdublinrec.net](http://www.upperdublinrec.net).

Please note the icons located next to the registration information for each activity:



= registration is accepted by mail-in



= registration is accepted by walk-in/drop-off



= registration is accepted by call-in



= registration is accepted online



- 1) **MAIL-IN** UDP&R  
or 801 Loch Alsh Ave.
- 2) **DROP-OFF** Fort Washington, PA 19034
- 3) **WALK-IN** Monday to Friday 9a-5p
- 4) **PHONE-IN** (215) 643-1600 x3443
- 5) **ONLINE** ([www.upperdublinrec.net](http://www.upperdublinrec.net))

*V-Code (VIN#): For your safety and security, we require that you enter your card's verification number. The verification number is a 3-digit number printed on the back of your card. It appears after and to the right of your card number.*

## Who is a "resident?" Which fee do I pay?

A "resident" is anyone whose legal address is a residential property located within Upper Dublin Township. All others will be charged the NR surcharge, regardless of who registers for the trip or activity.

**"R" = resident fee**                      **"NR" = non-resident fee**

## Insurance & Hold Harmless Forms

**PROGRAM INFORMATION:** All program dates are subject to change. Participants must provide their own medical insurance. Except for Special Events, a properly signed hold harmless form must be on file in order to participate.

## TO MAIL-IN OR DROP-OFF

1. **Complete a registration form found on page 31.**
  - Be sure all the information is correct and complete and include both day, evening and cell telephone numbers in the event that we need to contact you.
  - If you are signing up for only one activity, you may include additional persons for that same activity on one form.
  - Be sure to read the Hold Harmless Agreement found on page 28.
  - Sign the bottom of the registration form.
2. **Enclose Payment**

A personal check may be used for the activity and should be made payable to **Upper Dublin Township**. If paying by credit card, provide the number, expiration date, v-code and a signature. Cash is accepted at the Office.
3. **Mail-In or Drop-Off**

Use our mailing address above. **AFTER HOURS - Access the Township Building through the front entrance. Place registration with payment in Mailbox #59/Parks & Recreation.**

## Cancellation, Transfer & Refund Policy

- UDP&R reserves the right to cancel any program, trip or activity due to insufficient registration. A full refund will be issued.
- Inclement weather may prompt cancellation. Call UDP&R or check our website or Social Media pages. Sessions are made up at another date if possible.
- Cancellations by voicemail or by speaking to someone in the UDP&R Office are accepted. Email and faxes are not accepted.
- If your status in a program changes, contact UDP&R (215) 643-1600 x3443 immediately to document the change.

**\*PLEASE NOTE:** A \$10 per person per session administrative fee is deducted from any refund issued when the participant cancels or transfers.

*Unless a special cancellation policy is stated...*

### ... for TICKETS-ONLY SERVICES

- Refunds are **not** possible once UDP&R has ordered tickets.

### ... for PROGRAMS & SPECIAL EVENTS

- Transfer **before** the close of business on the printed registration deadline date before the start of the program is without penalty *if no refund is involved*.
- Cancellation **before** the close of business on the printed **registration deadline date** is without penalty.\*
- Cancellation or Transfer **after** the printed registration deadline is handled on a case-by-case basis.\*
- Refunds are not possible once UDP&R has paid instructors.

### ... for TRIPS

- Cancellation **30 days+** before a trip is without penalty.\*
- Cancellation **less than 30 days** before a trip is without penalty\* if the seat(s) is (are) resold.
- Refunds are **not** possible for a non-resold seat(s). Refunds are not possible for "no shows" on the day of a trip or cancellation after the close of business the business day before.

## Don't Be Disappointed! Register Early!

UDP&R sets dates at which a "go/no go" decision must be made for programs, trips and activities. If a sufficient number of registrants is not reached by that point, the program, trip or activity may be cancelled by the department.