

Registration & Information

THE PARKS & RECREATION DEPARTMENT IS A DEPARTMENT OF THE VILLAGE. IT IS, THEREFORE, SUPPORTED BY YOUR TAX DOLLARS.

THE ACTIVITIES LISTED IN THIS BROCHURE ARE FOR YOUR LEISURE TIME ENJOYMENT. WE HOPE THAT YOU ARE ABLE TO ACTIVELY PARTICIPATE IN THE PROGRAMS OF YOUR CHOICE.

IF THERE IS ANY ACTIVITY THAT YOU WOULD LIKE TO BE INVOLVED WITH BUT DO NOT SEE OFFERED, LET US KNOW. WE ARE WORKING FOR YOU.

RESIDENTS HAVE PRIORITY - Anyone living in the geographic boundaries of the Village of Matteson pays taxes to the Parks & Recreation Department. Therefore, they will have the first opportunity to register for all activities.

NON-RESIDENTS - Will pay an additional fee as indicated by "NR" excluding those residing in a "cooperative" town.

INFORMATION ACCURACY - It is extremely important, for your protection and ours, that all information given to us is completely accurate. If any information is proven to be misleading or false, the participant will be dropped from the activity with no refund.

RETURNED CHECKS - There will be a \$35.00 service charge for any check that is returned to the Village from the participant's bank. Cash or money orders will only be accepted from those individuals.

TELEPHONE REGISTRATION - Telephone registration will NOT be accepted for any activity that requires a fee. However, if the activity is free, necessary registration may be done by telephone.

FAX REGISTRATION - Registration can be completed by fax if you are paying by credit card. Please use the registration form on page 5.

INSURANCE - The Matteson Parks & Recreation Department assumes no responsibility for personal injuries or loss of property while attending a Department Sponsored activity or facility.

REFUND POLICY:

1. Request for refunds MUST be made 7 days prior to the starting date of the activity. A \$5.00 fee will be assessed. **Once a class begins no refund will be given.**

2. If an individual is unable to complete their participation for medical reasons, the registration fee will be pro-rated (on a class-by-class basis), a \$5.00 fee will be subtracted and the balance will be refunded. *An original copy of the physician's statement is required prior to the end of the activity to process the refund.*
3. Please allow 3 weeks for refund checks to be mailed.
4. Once a team registers for a league, there will be NO refunds given.

PROGRAM FEE - You may register for a program after the start date providing there is space available, with the instructor's consent **and at the full stated fee.**

AGE REQUIREMENTS - Participants should be within the age range stated in the individual program listing. This is done for their safety and class continuity.

REGISTRATION - will be taken until the program's registration deadline or the participant maximum for the program is reached, whichever comes first.

CANCELED PROGRAMS - The Parks & Recreation Department reserves the right to cancel or postpone any activity one week or less prior to the start of that activity. If the activity is canceled, those enrolled will receive a full refund.

WAITING LISTS - If a program is filled, waiting lists will be formed. Every attempt will be made to accommodate persons on these lists.

NOTES:

1. You may register friends or neighbors for activities if you bring proof of their residency AND their signed registration form.
2. When registering for OPEN GYM you must show proof of Matteson residency (2 forms of identification; one must be either a Drivers License or State I.D.) before you are issued a pass.

FACILITY RENTAL - The Matteson Parks & Recreation Department has room rentals (including pool party rentals) at the Matteson Community Center, 20642 Matteson Avenue, and room rentals at the Oakwood Recreation Center (4450 Oakwood Lane). Athletic fields are available for rental when they are not being used for our league play. Individuals, groups, organizations or businesses may apply at the business office for a permit. All permits must be completed and fees paid at least **7 days prior** to the date requested. For questions call 708-441-4500.

People You Should Know



Anthony Burton

Anthony Burton is the new Director of Recreational Services for the Village of Matteson. Prior to his appointment as Director, Anthony was appointed and then elected to the Village's Board of Trustees where he served for three years. As Trustee, he was the liaison to Recreational Services and Economic Development. Anthony also served on the Village of Matteson's Planning Commission for five years. He has also coached numerous sports for the last nine years.

Mr. Burton was the Administrator for Lilydale Progressive Missionary Baptist Church on Chicago's south side prior to taking the Director's position with the Village. He was the Co-founder of Urban Redemption Group LLC and owner of a Curves Fitness Center in Chicago's Woodlawn community which he operated for five years. Anthony also has served as the Director of Work Force Development Initiatives at North Lawndale Employment Network where he managed the implementation of numerous community based employment initiatives that lead to economic advancement and opportunities for residents of the North Lawndale Community of Chicago.

Anthony has a Bachelor's Degree in Sociology from Illinois State University and has completed post-baccalaureate course work at DePaul University and The University of Illinois at Chicago in the field of Education and Urban Planning and Policy. He is a licensed Real Estate Salesperson in the State of Illinois and lives in Matteson with his wife Javonna and their two sons, Anthony and Joshua.

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Read Details Carefully. Please Register Early

In-Person Registration

- All in-person registration will take place at the Matteson Community Center, 20642 Matteson Avenue. **Program fees are due & payable at time of registration. Payment Options include Visa, MasterCard, Discover or American Express, credit or debit.**
- WINTER-SPRING PROGRAMS & SPECIAL EVENT registration for RESIDENTS will begin in-person registration on Saturday, January 7.
- NON-RESIDENTS AND UNINCORPORATED MATTESON may begin in-person registration on Wednesday, January 11 at a fee indicated by NR.
- Registration will continue after the above listed dates during regular building hours.
- PRE-SCHOOL REGISTRATION for Winter-Spring 2012 will continue during regular business hours. The child's original birth or baptismal certificate MUST be presented when registering. For further information, please refer to the Preschool Program on page 18.

Mail-In/Fax Registration

- Completely fill out the form that is on this page. Make sure you sign your registration form/waiver. **Program fees are due & payable at time of registration. Payment Options include Visa, MasterCard, Discover or American Express.**
- Make check payable to the **VILLAGE OF MATTESON.**
- RESIDENT MAIL-IN REGISTRATION will be processed Saturday, January 7. NON-RESIDENT AND UNINCORPORATED MATTESON MAIL-IN REGISTRATION will be processed starting Wednesday, January 11. The NON-RESIDENT fee is indicated by NR.
- All mail-in registration will be processed after in-person registration on their respective days.
- Mail-in registration will NOT be accepted for Preschool.
- CASH should not be mailed for mail-in registration. Please pay by credit card, check or money order.



Matteson Parks & Recreation – Mail-In Registration Form

Mail to: 20642 Matteson Avenue, Matteson, IL 60443 • Phone: 708-441-4500 / Facsimile: 708-441-4259 (Charge Only)

Guardian's Name: _____ Today's Date: _____
 Address: _____ Home Phone: _____
 Town/Zip: _____ Work Phone: _____
 Email Address: _____ Cell: _____

METHOD OF PAYMENT:

Check #: _____ Please make check payable to Village of Matteson
 MasterCard Visa American Express Discover
 Card #: _____
 3/4 Digit Code _____ Exp. Date: _____ Amount Charged: \$ _____
 Card Holder Name: _____
 Authorized Signature: _____



Participant's First & Last Name	Program #	Program Name	Birth Date (MM-DD-YY)	Fee
			/___/	\$ _____
			/___/	\$ _____
			/___/	\$ _____
			/___/	\$ _____
			/___/	\$ _____

Do you have a need for special accommodations as covered by the American Disability Act?
 If yes, please call us at least two weeks in advance at (708) 441-4500.

TOTAL ENCLOSED: \$ _____

How did you hear about the program(s)?
 Leisure Guide Flier Cable Village Marquee Newspaper Web Page Other: _____

Photo Release: By registering for any program, you agree to allow publication of any photos taken at any program, event or facility offered through the Village of Matteson.

WAIVER FOR PARTICIPATION OR BY PARENT: In consideration of the Parks & Recreation Department accepting me or my child's entry, hereby for myself, my child, my heirs, executors and administrators, I waive and release any and all rights and claims for damages I or my child have against the Village of Matteson and its representatives, successors and assigns for any and all injuries suffered by myself or my child at any activity sponsored by these groups. By enrolling my family in any Parks and Recreation Department activity, we agree and understand this waiver.

Signature: _____ **← PLEASE SIGN HERE**

