

# Registration Information / Table of Contents

*The Matteson Recreational Services 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** – A Resident is anyone living in the geographic boundaries of the Village of Matteson and pay taxes to The Matteson Recreational Services Department.

**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 Recreational Services 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 Matteson Recreational Services 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.

**FACILITY RENTAL** – The Matteson Recreational Services Department has room rentals (including pool party rentals) at the 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 on rentals, call 708-441-4500.

**THANK YOU:** The Matteson Recreational Services Department would like to thank the following volunteers, for making our recreation programs, events and leagues possible:

- Fall Family*
- Fun Fest Volunteers*
- Fall Family*
- Fun Fest Donations:*
- Sam’s Club,*
- Home Depot*
- PlayNAround Events*

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# Registration & Information Form

*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/ PROGRAM & SPECIAL EVENTS REGISTRATION will begin on Monday, November 15 during regular business hours.



## 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 & Non-Resident Mail-In Registration will be processed Monday, November 15
- 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 Recreational Services - 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 #: \_\_\_\_\_  
 CSV 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 Matteson Recreational Services Department accepting me or my child's entry, hereby for myself, my child, my heirs, executors and administrators, 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 Matteson Recreational Services activity, we agree and understand this waiver.

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

← PLEASE SIGN HERE

