

## 4 EASY WAYS TO REGISTER

- 1. MAIL-IN** Sullivan Community Center  
635 N. Aspen Drive, Vernon Hills, IL 60061
- 2. DROP-OFF** at the Sullivan Community Center
- 3. FAX** to 847-996-6801, 24 hours/day.
- 4. ONLINE** at [www.vhparkdistrict.org](http://www.vhparkdistrict.org)

Payment for faxed registrations: VISA, Mastercard, Discover or Debit Cards accepted. The Park District is not responsible for incomplete transmissions. Please call 847-996-6800 to verify receipt.

### LOTTERY DEADLINE IS MARCH 15

In-person Lottery Deadline: March 15 at 9:00 pm  
Online Lottery Deadline: March 15 at midnight

**HOW LOTTERY IS PROCESSED:** All resident registrations received by 9:00 pm on March 15 (or midnight online) are entered into a computerized lottery. Registration payments will be deposited prior to the lottery being spun. The lottery program randomly selects registrants up to the maximum number of participants allotted for each program. If your preferred choice is full, your alternate choice will be selected. If that is full, you will be placed on the wait list for your preferred choice.

### BENEFITS OF LOTTERY REGISTRATION:

Whether you register on the day you receive your brochure or on March 15 at 9:00 pm (or midnight online), your chances are exactly the same. This assures equal opportunity for all residents who meet the lottery deadline.

**CONFIRMATION:** Enrollment status will be confirmed by email one-week after the lottery deadline. Phone calls regarding confirmations will be accepted after March 22.

**OPEN REGISTRATION BEGINS MAR. 22 AT 8:30 AM.** At 8:30 am on March 22 you will be able to register online or in-person. For in-person registration, line numbers (limit one per person) will distributed at 5:30 am. You must be present when your number is called. For online registration, log on with your username and password beginning at 8:30 am. In-person and online methods are processed simultaneously. Resident registrations received between March 16 and March 22 will be processed on March 22 in the order in which they were received. Open Registration Limits: On the first day of open registration, you may only register individuals living in your household.

## CLASS CANCELLATIONS

The Park District makes every effort to avoid canceling classes. However, in order to operate efficiently, programs must have a minimum number of registered participants 2-5 days before class start date to avoid cancellation (depending on the class). If a program is cancelled, participants will be notified prior to the start of the program and a full refund will be issued.

## REFUNDS

- A full refund, minus a \$5 service charge, will be granted if the request is received at least 10 business days before the start of the program. To avoid the service charge, you may apply the refund toward another Park District program or accept a credit for future use.
- Refund requests received less than 10 days before the start of a program or after a program has begun will be granted and pro-rated upon administrative approval. The \$5 service charge will apply.
- No refunds will be issued once 50% of the program session has been completed.
- Season passes are not refundable.
- Refunds will be mailed to participants approximately 2-3 weeks after administrative approval is received.

Refund request forms are available from the front desk at the Sullivan Community Center and must be returned to the same location.

## 8 EASY REGISTRATION TIPS

- Be sure to completely fill out the registration form.
- You may list up to two participants on each form.
- If you need more room, copy the form or stop by the Sullivan Center and pick up extra forms.
- Alternate choices are only used if your preferred choice is full.
- Make check or money order payable to the Vernon Hills Park District or fully complete the credit card information. Pay only the amount of your preferred choice(s).
- Confirmation letters will be emailed after your registration has been processed.
- Waivers must be signed. The waivers are located on the reverse side of the registration form with the signature area on the front of the registration form. Parents must sign the waiver for those under 18 years old.
- Mail, drop off or fax your form with the appropriate fees to the Sullivan Community Center.

*Please Note: You must have proof of residency on file.  
See page 52 for details.*

# REGISTRATION

## PROOF OF RESIDENCY REQUIREMENTS

In order to improve service to our residents and ensure that all program participants are charged equitably, the Vernon Hills Park District has revised its proof of residency process. Hawthorn School District 73 residents that live outside of Vernon Hills Park District boundaries are eligible for resident rates. The only exceptions are facility rentals and daily admissions to the Family Aquatic Center. In addition, they are not eligible to be a part of the lottery process and may begin registering during open registration which begins March 22.

Vernon Hills and District 73 residents must providing the following proof of residency on an annual basis:

- State Photo ID or Drivers License, and
- Real Estate Tax Bill or current utility bill (no older than 60 days), or proof of recent real estate contract closing.

Proof of residency must be submitted in-person during regular business hours at the:  
Sullivan Community Center, 635 N. Aspen Dr., Vernon Hills

Questions about the proof of residency policy or online registration?  
Call 847-996-6800 or email: [reginfo@vhparkdistrict.org](mailto:reginfo@vhparkdistrict.org)

### Will I know right away if I am enrolled in a class?

If you register before the lottery deadline, you will receive an immediate confirmation that you have been entered into the lottery. Once the lottery is spun, a second email confirming your enrollment status will be sent to you.

If you register after the lottery deadline, the registrations received after March 15 will be processed on a first-come, first-served basis beginning March 22. If you registered online, you will receive an email confirmation of enrollment status upon completion of payment.

### What else can I do online?

You are able to browse all programs offered and view up-to-date class enrollment numbers. If you are registered for a program that offers a multiple payment schedule, you are able to pay your balance online. You also have the ability to review all the programs for which you (and your family) have registered and reprint receipts.

### Who can register online?

Any individual or household may register for Park District programs online by submitting the [Online Activation Form](#). However, to receive resident rates, you must have established proof of residency. Online payments are processed through a secure system. Visa, MC, Discover accepted.

### How long will it take to activate my household user ID?

After you submit your form and proof of residency documents, your household User ID and temporary password will be assigned. The first time you log on, you will be prompted to change your password.

### Which programs are eligible for online registration?

All programs that have a code number assigned. Fitness and Family Aquatic Center passes are not eligible.

## ONLINE ACTIVATION FORM

Family Last Name \_\_\_\_\_ Elementary School District \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_ Email \_\_\_\_\_

All family members names at this address:	Birthday	Circle One	Grade
_____	_____	M/F	_____
_____	_____	M/F	_____
_____	_____	M/F	_____
_____	_____	M/F	_____
_____	_____	M/F	_____

Return this form to the Vernon Hills Park District, 635 N. Aspen Drive, Vernon Hills, IL 60061

# REGISTRATION

Family Last Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Your confirmation will be emailed to you.

I agree to the waiver on the back of this form. Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Have you moved in the past year? \_\_\_\_\_ School District \_\_\_\_\_

Emergency Name \_\_\_\_\_ Emergency Phone \_\_\_\_\_

**Aquatic Pass Tips for 2011**

- Renew and reuse your aquatic pass from 2010. Just return this form, along with proof of residency, to the Sullivan Community Center and your passes will be renewed.
- If your pass was issued before 2008, we recommend that you come in and get a new photo.
- Don't miss the Early Bird Discount! Purchase your season pass by April 30 and save 10%

**Avoid long lines on Opening Weekend!**

If you have your picture taken OR let us know you need a reprint before May 16, your pass will be available after May 23 at the Sullivan Community Center.

First Name	Birthdate	New in 2011
		Yes/No
		Yes/No
		Yes/No
		Yes/No
		Yes/No
		Yes/No

R/BC	Pic	Staff	AP#

Office  
Use

**Total Fees** \_\_\_\_\_ Make checks payable to: Vernon Hills Park District  
NOTE: Payments will be deposited upon receipt.

**Charge To:**     Visa     Mastercard     Discover     Debit Card

Account Number \_\_\_\_\_ \*\* \_\_\_\_\_  
\*\*Security Code Required-last 3 digits located on signature line on back of card

Cardholder Name \_\_\_\_\_ Exp. Date \_\_\_\_\_ Charge Amount \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Aquatic Season Passes**

Season passes are non-refundable/ non-transferable. A \$5 fee is charged to replace lost or stolen passes. Family Aquatic Center passes are property of the Park District and can be suspended or revoked at any time.

# REGISTRATION

## AQUATIC CENTER PASS WAIVER & RELEASE

### Important Information

The Vernon Hills Park District "Park District" is committed to providing safe aquatic facilities and programs and holds the safety of participants in high regard. The Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors engaged in aquatic activities must recognize that there is an inherent risk of injury.

You are solely responsible for determining if you or your minor child/ward are physically fit and/or adequately skilled for the activities associated with this Pool Pass. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical/aquatic activity.

Please understand and recognize that lifeguards are not responsible for providing supervision or assessing your swimming skills or that of your minor child; rather, lifeguards are responsible for enforcing safety rules and responding to emergencies. Adult pool pass holders and parents of minor pool pass holders are solely responsible for supervision of any and all activities contemplated by this agreement. Additionally, children 10 years of age and younger must be supervised at all times by a responsible person, 16 years of age or older.

**NEVER LEAVE ANY CHILD WITH POOR SWIMMING SKILLS OR 10 YEARS OF AGE AND YOUNGER UNACCOMPANIED BY A PARENT OR RESPONSIBLE PERSON, 16 YEARS OF AGE OR OLDER**

### Warning of Risk

Swimming and other aquatic activities challenge and engage the physical, mental and emotional resources of each participant. However, despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury, including but not limited to drowning, head/brain injury, and spinal cord injury. Understandably, not all hazards and dangers can be foreseen. The very nature of swimming and aquatic activities are hazardous and risky, including but not limited to fatigue and overexertion, poor swimming skills, failing to avoid dangerous areas, failing to follow rules and regulations, failure of lifeguards to locate victims and/or delay in emergency response time, horseplay, diving or cannonballing into shallow water and striking the bottom or side of the pool or waterslide, inadequate supervision or instruction, lack of conditioning, becoming disoriented, striking other swimmers, striking one's head on the bottom, slip and falls on the deck or within the locker facility, chemical exposure and all other circumstances inherent to aquatic activities. In this regard, it must be recognized that it is impossible for the Park District to guarantee absolute safety.

### Waiver and Release of all Claims and Assumption of Risk

Please read this form carefully and be aware that in consideration for this Pool Pass, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with use of the Park District aquatic facilities and programs. I recognize and acknowledge that there are certain inherent risks of physical injury to patrons of aquatic facilities, and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity that my minor child/ward or I may sustain as a result of participating in any and all activities and programs connected with or associated with this Pool Pass. I further recognize and agree that lifeguards and other aquatic staff are not responsible for supervising my activities or the activities of my minor child(ren) and I agree that I am solely responsible for supervising my minor children and/or assessing whether my children are physically fit and/or adequately skilled for aquatic activities. I additionally agree to supervise any children ages 10 and under at all times.

I further agree to waive and relinquish all claims I, or my minor child/ward may have (or accrue to me or my child/ward) as a result of use of the Park District's aquatic facilities and programs against the Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred as "District").

I do hereby fully release and forever discharge the District from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with use of the Park District's aquatic facilities and programs.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering via fax, my facsimile signature shall substitute for and have the same legal effect as an original form signature.