

### INSTRUCTIONS FOR MAIL-IN REGISTRATION

1. Review book, choose programs you wish to attend
2. Fill out registration form completely, including all code numbers
3. Be sure to sign waiver on the back of the registration form
4. Add fees together, mail one check for the total fees due
5. Make check or money order payable to: The Village of Orland Hills
6. Then mail to: Village

of Orland Hills  
Recreation Department  
16553 S. Haven Ave.  
Orland Hills, IL 60487-5637

OR

Drop your registration in the drop box located in front of the Community Center



**PLEASE NOTE: THERE WILL BE A \$35.00 FEE ASSESSED FOR ALL RETURNED CHECKS.  
All NSF fees must be paid in cash!**

### CREDIT CARD PAYMENTS

Credit card payments can be made in person at the Community Center. There is a 2.13% service charge per transaction.



### PROGRAM POLICIES

PLEASE REMEMBER TO REGISTER EARLY. If there are not enough registrants for a program by the deadline, we will be forced to cancel the program or special event trip.

### REFUND POLICY

Full refunds will be given if the program is cancelled or changed by the Recreation Department. Full refunds will also be given for medical exclusion if requested prior to second week of applicable program. All refunds must be requested in person. Refunds will be given only one week after the class session has initiated, and programs will be prorated. Refunds requested will not be accepted after the second week of class. There is a \$5.00 administrative fee assessed for all refund requests.

### RECREATIONAL NOTICE

The Orland Hills Recreation Department is always looking for skilled, qualified instructors to teach Recreational Programs.

If you are interested in teaching a class or would like to see a particular program instituted,

please do not hesitate to contact the Recreation Department at 708-349-7211 or on our website [www.ohrecreation.org](http://www.ohrecreation.org) or [www.orlandhills.org](http://www.orlandhills.org).



**PLEASE READ CAREFULLY!  
FORM MUST BE SIGNED FOR EACH PROGRAM REGISTRATION**

Please read this form carefully and be aware that, in signing up and participating in Orland Hills Recreation Programs, you will be waiving and releasing all claims or injuries arising out of these programs, that you or the other named participants might sustain. The terms "I", "me", and "my" also refer to parents or guardians as well as participants in the programs. In registering for these programs, you are agreeing as follows: As a participant in these programs. I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of any injuries, damages, or loss which I may sustain as a result of participating in any manner, in any and all activities connected with or associated with such programs. I further recognize and acknowledge that all athletic activities involving strenuous exertion or potential body contact are hazardous recreational activities and involve substantial risks of injury. I agree to waive and relinquish any and all claims I may have as a result of participating in these programs against the Village of Orland Hills and the Orland Hills Park & Recreation Commission, their officers, agents and employees, any and all other participating or cooperating governmental units, any and all independent contractors, and any and all other persons and entities, of whatever nature, that might be directly or indirectly liable for any injuries that I might sustain while participating in these programs. (The parties described in the preceding sentence are referred to as "Released Parties" in the remainder of this Agreement.) I do hereby fully release and discharge the Village of Orland Hills and the Orland Hills Parks and Recreation Commission and the other Released Parties from any and all claims for injuries, damage or loss, which I may have or which may accrue to me on the account of my participation in these programs. I further agree to indemnify, hold harmless and defend the Village of Orland Hills and any and all other Released Parties, from any and all claims resulting from injuries, damages, and all losses sustained by anyone, and arising out of, connected with, or in any way associated with my conduct and the activities of these programs. I further understand and agree that the terms such as "participation", "programs", and "activities", referred to in this agreement, include all exercises and physical movements of any nature while I am participating in these programs and further include the provision of or failure to provide proper instructions or supervision, the use and adjustment of any and all machinery, equipment, and apparatus and anything related to my use of the services, facilities, or premise involved in these programs, and transportation to and from any events. I understand the nature of these programs for which I am registering and have read and fully understand this Waiver, Release, and Hold Harmless Agreement. I further understand that any advisements or warnings of the particular risks of these programs that I subsequently receive will be incorporated by reference into and become a part of this agreement.

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