

# REGISTRATION PROCEDURES

There are now more convenient ways to register your children for recreation programs.

## 1 City Website Online

You can now register online and pay with a credit/debit card at [www.cityofbaraboo.com/parksandrecreation](http://www.cityofbaraboo.com/parksandrecreation) Find the link for Program Registration, complete the online form and continue to the payment screen.

## 2 Mail-In/Drop Off

Simply choose the programs from this brochure that your children are interested in, fill out the registration form located on the inside back cover of this brochure, enclose the correct fees and drop off or Mail to:

Baraboo Parks & Recreation  
Attn: Program Registrations  
124 2<sup>nd</sup> Street, Room 17  
Baraboo, WI 53913

The Building hours are 7:00am-10:00pm Monday thru Friday. There is a drop slot located in the door to Room 17 at the Baraboo Civic Center.

## 3 In Person Registration

Stop in the office, we will be happy to register you at that time, if space is available,. Office hours are Monday thru Friday 8:30am-1:00pm and 2:00 -5:00pm. Please note the office is closed from 1-2pm.

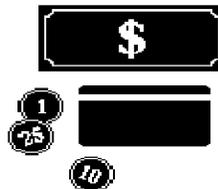


### RESIDENT OR NON-RESIDENT

The Baraboo Parks & Recreation Department is supported by City of Baraboo Resident's tax dollars and by sponsorship and individual participation fees. Non-Residents who reside in the Baraboo School District are invited to participate, but are required to pay an additional non-resident fee. A Non-resident is anyone who resides outside of the Baraboo City Limits. Residency is based on your primary residence.

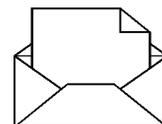
### FORMS OF PAYMENT

The City of Baraboo Parks & Recreation Department currently accepts **cash or checks** as payment for in person & mailed forms. Checks should be made payable to: "City of Baraboo". **Credit/Debit cards** can be accepted for payment of Recreation Programs through the website for online registration only at this time. We will soon be able to accept them in the office as well.



### REGISTRATION PROCESSING

Registration forms are available through our Department brochures, in the Civic Center across from our office, Room 17, at City Hall, and on the City of Baraboo website at:



[www.cityofbaraboo.com/parksandrecreation](http://www.cityofbaraboo.com/parksandrecreation)

All registrations are processed in random fashion. If there is a problem with your registration or the program you are registering for is full, we will contact you. Plan to attend your first class, as it is listed in this brochure, unless you are otherwise notified.

If you have questions about any of our programs or about the registration process, please call our office at 355-2760 and our staff will be happy to answer them for you.

### REFUND POLICY

**Park Shelter Rentals** – We will make every effort to help you reschedule your function, as necessary. Refunds of 50% of the fee paid will be issued when cancellations are received at least 7 days prior to your function in writing. No refunds will be given within the 7 days timeframe.

**Recreation Programs** – Prior to the start date of any program refunds will be issued at a rate of 100% of fees paid minus \$5.00 service fee. No Refunds will be issued after the start of the program.