

# ***Town of Harrison Recreation Policies and Procedures***

**Schedule Change:** Schedule changes due to inclement weather will be announced on the following television stations: WCSH Channel 6, WGME Channel 13 and WMTW Channel 8.

\*\*School cancellations usually will mean cancellation of recreation programs that take place at the Harrison School. Programs offered in other locations may still operate. If you have any questions concerning cancellations due to inclement weather, please contact the Harrison Recreation Dept. at 583-2241.

## **Registration Information:**

Registration is based upon a first come, **first paid** basis. As programs fill up quickly, we urge you to **sign up early** to avoid disappointment. **Fill out registrations forms completely**, including: Name and requested pertinent information of all individuals being registered, and Parent/Guardian signature on the Waiver Agreement.

## **Registration Deadlines:**

Please check the registration deadlines for each individual activity.

**LATE REGISTRATIONS will ONLY be taken if there is space available and at an additional charge.**

## **Mail-In Registrations:**

Mail completed registration forms and check (made out to the Town of Harrison Recreation Dept.) to the Harrison Recreation Dept., PO Box 300, Harrison, ME 04040. No forms will be processed until the activity registration has opened.

## **Telephone Registrations:**

As release waivers and permission slips are required for most programs, all registrations must be completed in writing.

## **Walk-In Registrations:**

Prior to cut off date, walk-in registrations are welcome. Feel free to stop by the Recreation Dept. Office during our regular business hours. (Mon.-Fri. 8am – 4:30pm)

## **Program Fees:**

All fees must be paid in full prior to the program start date. All fees charged for activities sponsored by Harrison Recreation directly support the cost of providing the programs offered.

## **Methods of Payment:**

We accept cash or checks only.

## **Cancellations & Refunds:**

Programs that do not have the minimum number of registrations may be cancelled. Registrants will be notified by phone and will receive a full refund. Refunds are only available up **to 5 business days prior to the start of the program.**

## **Waiting Lists:**

When a program is filled we do maintain waiting lists in the event that a space may open up. If a space does become available, you will be contacted to inquire if you are still interested. This most often occurs when we offer trips.

## **Participants:**

All participants must meet age and grade requirements by the start date of the program.

## **Picture Waiver:**

By participating in the Town of Harrison Recreation programs, participants may be photographed for future publicity or recognition of events. By signing up for a program you are automatically signing a waiver that grants the Harrison Recreation Dept. permission to use your photo to promote their programs. Pictures taken may be used up to 10 years after the photo was taken and the Recreation department does not need permission from the individual to use the photograph in publications. If you do not wish to have your picture taken please notify the staff prior to the activity.

## **Special Needs:**

We do our best to accommodate those with special needs. With few exceptions, our parks and facilities comply with the Americans with Disabilities Act. Children and adults with special needs are encouraged to participate in our programs. Staff members are sensitive to your needs and will do everything possible to assist you. If you are interested in participating in a program, but are not sure about the accessibility of a facility or wish to discuss program details please call the Recreation Department and ask us about specifics.

**Coaches/Volunteers:**

Volunteers are essential to this department. They enable us to provide a much larger program format at a considerable saving to the community. Volunteers in turn receive hours of enjoyment in an activity or program in which they have a strong interest. The department is always looking for more volunteers for special events and field trips, to set up programs, or for a program that may like to start. Please help us set up a volunteer list by contacting the department and then by giving a few hours of your time to a very worthwhile program or activity. Sports programs in particular will require you to fill out a volunteer application.

**Program Cancellation:**

As all programs have a predetermined minimum number of participant enrollments, it is strongly recommended that you register as early as possible. If a program does not meet the minimum enrollment required prior to deadline, the program will be cancelled. Again please feel free to contact the Recreation Director, if you have questions concerning program status or any other concerns. 583-2241

**Smoking Policy:**

In compliance with our town ordinance, there will be no smoking allowed while participating in any Recreation program/activity or while in any recreation facility. The Harrison Recreation Department does hereby declare that its Parks and Recreation facilities are tobacco-free zones and specifically restricts the use of any tobacco product, including, but not limited to cigarette, cigars, and chewing tobacco, on, in or at any athletic facility, playground, or assembly under the Town of Harrison Recreation Department.