

Registration Information

REGISTRATION: Receipt of full payment is required for registration, unless otherwise arranged. Returned checks & declined bank cards void registration. If you have a non-resident pass, please let us know.

RESIDENT / NON-RESIDENTS / DEFINITIONS:

A resident is:

- Anyone who occupies a permanent residence inside the city limits of Portland, which includes the Portland Public, Parkrose, and David Douglas School Districts.
- any child living within the school boundaries of the Reynolds and Centennial School Districts who is attending a SUN Community School. Through a partnership between the City and County, a child attending a SUN Community School is eligible to register for programs at any SUN Community School location without paying a non-resident fee.

Anyone else is considered a non-resident (NR) and will be assessed a NR fee. NR fees do not apply to drop-in activities. Non-residents who wish to register for PP&R activities may choose one of these options:

- pay the additional 30% non-resident fee.
- purchase resident status as either an individual or family for a period of three, six, nine, or twelve months from the date of purchase. Inquire about this option at time of registration.

Non-resident passes are not refundable. Passes are activated at the date of purchase. Discounts do not apply to the cost of the NR three month or Annual Pass at Southwest, Mt. Scott, Matt Dishman, or East Portland Community Centers.

Non-resident Pass prices:

3 Month Pass:	Individual - \$25,	Family - \$50
6 Month Pass:	Individual - \$45,	Family - \$90
9 Month Pass:	Individual - \$65,	Family - \$130
One Year Pass:	Individual - \$85,	Family - \$170

A family denotes a couple (married or domestic) or a single parent and their legal dependants living in the same residence.

SPECIAL NEEDS: Any person with a disability or special need who desires assistance with registration and/or participation in general PP&R programs can contact the Inclusion Specialist, Kevin Mattias, at 503-823-4328 V/TT. If you need a sign language interpreter, FM loop amplifier or any other type of accommodation, please contact Disabled Citizens Recreation at 503-823-4328 V/TT at least five business days in advance of the activity or class. Information about our programs & services is available on the internet for those needing voice synthesis. Visit our website at www.PortlandParks.org. For additional ADA information call 503-823-2223 V/TT.

SCHOLARSHIPS: City of Portland residents, and in some instances non-residents, regardless of age, who require financial assistance can receive partial to complete scholarships. Contact individual centers for information.

CLASS ENROLLMENT: Our classes must meet minimum & maximum enrollment standards. Classes may fill quickly or classes may be canceled due to low enrollment.

CUSTOMER SATISFACTION: Your Satisfaction is Our Goal. Portland Parks & Recreation strives for 100% customer satisfaction. If you are not satisfied with a recreation program or service let us know.

WITHDRAWAL & REFUNDS: Please notify us at least three business (Monday-Friday) days, unless otherwise specified, before the start of your program so that we can refund or credit your account for the registration fee. Pre-paid materials & admission tickets cannot be refunded. Participants needing to withdraw after the program has begun are offered a prorated credit or refund based upon when the request is made.

INFORMATION HOTLINE: For information on other PP&R services & programs, call the Parks Hotline at 503-823-PLAY(7529) Monday-Friday, 8:30am-4:30pm. You will receive a message with the following options:

- **Press 1** for information on a sports program or to reserve or sports field
 - **Press 2** to register for a class or activity.
 - **Press 3** to reserve for a picnic or wedding site.
 - **Press 4** to make a tee time at a Portland public golf course
 - **Press 0** to reach an operator for any information
- If you require V/TT services, call 503-823-2223

INCLEMENT WEATHER: If the City of Portland public school districts (Portland Public, Parkrose, David Douglas, Reynolds, and Centennial) are closed, our classes are canceled as well. However, community centers are open for drop-in activities. Call your local community center for information and opening times. For other information, call the PP&R Hotline at 503-823-PLAY or 503-823-2223 V/TT.

NOTICE OF NON-DISCRIMINATION: PP&R programs and services reflect the cultural diversity of our community. We do not discriminate on the basis of religion, race, color, gender, national origin, sexual orientation, age or ability.

PHOTO POLICY: PP&R reserves the right to photograph classes & programs at our facilities & park grounds. Please be aware that these photos are for PP&R use only & may be used in future catalogs, brochures, pamphlets or flyers.

RECEIVE A CATALOG IN THE MAIL: If you have registered for a CMC class within the last twelve months you will automatically receive next term's schedule in the mail, as long as the address we have for you is accurate and up to date.

Register Now - One of Five Ways

- **ON-LINE AT WWW.PORTLANDPARKS.ORG**. Click on Register for Classes. Search for classes by age category, by keyword, or narrow your search by specific activity. Please note that some CMC classes are not available online.
- **PHONE** - Call us at 503-823-3177. Complete this registration form and phone in your registration during open hours (see page 2). You may also phone in your registration to the Parks Reservation Hotline at 503-823-2525, Monday-Friday, 8:30am-4:30pm. Phone in registration is accepted with Visa or MasterCard only.
- **MAIL** - Mail in your completed registration form to the Community Music Center, 3350 SE Francis St, Portland, OR 97202. Include full payment using your Visa, MasterCard or check payable to the City of Portland. Mail-in registration is also accepted at the Parks Reservation Center, 1120 SW Fifth Ave, Portland, 97204 for most classes.
- **FAX** - Complete the registration form and fax it to us at 503-823-3171 with full payment using your Visa or MasterCard.
- **IN PERSON** - Any PP&R facility is able to process most registrations, including the Reservation Center located on the first floor of the Portland Building at 1120 SW 5th Ave. CMC's office is located at 3350 SE Francis St, 1 block south of Powell Blvd., and is open for walk-in registration Monday-Friday. Call ahead for specific hours.

CHECK ONE: New Customer Taken class with PP&R before My Account information has changed

Main Contact Name _____ Birthdate _____ Male ___ Female ___
 Home Address _____ City/ST/Zip _____
 Home Phone (____) _____ Work Phone (____) _____
 Cell Phone (____) _____ Email Address: _____
 Emergency Contact Name & Phone Number _____

Portland Parks & Recreation welcomes individuals with disabilities and special needs into programs. Please describe any accommodations needed for successful inclusion: _____

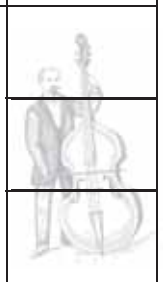
PARTICIPANT INFORMATION

Name (last, first)	birthdate	M/F	Class Title	Course #	Class Location	Start Date	Cost

NON-RESIDENTS of the City of Portland pay a 30% surcharge. Or you may purchase a non-resident pass at the amounts listed on page 26. List pass price or 30% surcharge in column at right and add to your total.

- I already have a NR pass. Kind of pass _____ Purchase date ___/___/___
Passholder name _____
- I need a pass. Circle one: 3 mo. / 6 mo. / 9 mo. / 1 yr. Circle one: Individual / Family
Name of person(s) needing pass _____
- I do not want a pass. I choose to pay the 30% surcharge.

Subtotal _____
 30% non-resident surcharge or Pass _____
 Total _____



PAYMENT INFORMATION

CHECK Check number _____ Make checks payable to the City of Portland.

CREDIT CARD Information: _____ VISA
 Account # _____ - _____ - _____ Expires _____ MasterCard
 Cardholder's Name _____ Signature _____

Please print