



1. ADULT PARTICIPANT OR PARENT/GUARDIAN INFORMATION

_____ | _____ | D.O. B. ____/____/____
 Last Name First Name

_____ | _____ | _____ | _____ Malta Resident Yes No
 Address City State Zip

(____) _____ | (____) _____ | (____) _____
 Home Phone Work Phone Cell Phone

_____ | _____ (____)
 Email Address Emergency Contact Name/Phone

Check this box to receive e-mails from the Malta Department of Parks, Recreation & Human Services. Transactions confirmations, links to receipts, information about programs, events and classes and facilities are communicated via email. Email addresses are for Department use only and will not be shared.

2. READ & SIGN THE WAIVER

I have read and fully understand the policies and the Town of Malta Assumption of Risk on the reverse side of this form. I understand my signature, or primary guardian's signature (if under 18), is required to take part in Malta Parks & Recreation programs.

_____ | _____
 Signature of Participant or Parent/Guardian Date

3. TELL US WHAT YOU ARE REGISTERING FOR (PLEASE FILL OUT COMPLETELY.)

PARTICIPANT'S NAME (FIRST, LAST)	GRADE	BIRTH DATE	SEX	CODE	PROGRAM NAME	FEE
			<input type="checkbox"/> M <input type="checkbox"/> F			
			<input type="checkbox"/> M <input type="checkbox"/> F			
			<input type="checkbox"/> M <input type="checkbox"/> F			

4. COMPLETE PAYMENT METHOD

TOTAL AMOUNT DUE: \$ _____ Cash Check # _____ Visa MasterCard *Make checks payable to Town of Malta.*

Cardholder Name: _____ Authorized Signature: _____

Credit Card Number: _____ - _____ - _____ - _____ Exp. Date: _____ CVC Code: _____
 (Card Verification code)

5. LET US KNOW OF ANY SPECIAL NEEDS

We welcome individuals with disabilities. Please describe any accommodations needed for successful inclusion in the program(s). _____

6. RETURN

By Mail: Class Registration, Malta Community Center 1 Bayberry Drive Malta, NY 12020 By Fax: 899-4448 (Credit cards only)

Cancellation Policy: Since the fees collected must offset personnel and other program expenses, any requests for a refund or credit must be made a full week prior to the start of class. Requests after this time will not be considered. There will be a \$5 service charge for each activity refund although there is no service charge for accepting a credit on your account. Only amounts greater than \$10 will be refundable. For refund requests under \$10, money will be applied to customer account. In the event that an activity is filled or cancelled, a full refund will be made. Please allow up to four weeks for refunds to be issued.

Camp Malta and Malta Summer Recreation Programs require additional information and forms to be completed. Please inquire with staff for those Registration Packets. This form is not applicable for those programs.

T-Shirts (If Applicable)
 Select programs receive participation shirts. If so, please indicate the shirt size next to the participant's name using the following sizes.
 YS (6-8) YM (10-12) YL (14-16) AM AL AXL

REGISTRATION INFORMATION

TOWN OF MALTA

ASSUMPTION OF RISK

Upon payment and/or participating in this activity, I agree to indemnify and hold harmless the Town of Malta Parks & Recreation Department, The Town of Malta, its employees, personnel, independent contractors and volunteers from any and all liability for injuries or damages which may arise as a result of participating in this activity. I assume all risks and hazards incidental to participation on behalf of myself or my child. I recognize the difficulties and challenges that may be involved in participating in this activity and I or my child are physically and mentally fit to participate and have not been advised otherwise by a physician.

Although the Town of Malta endeavors to provide nut free programs, I understand that the Town cannot guarantee that the program or the premises in which it is held is totally free of exposure to nuts and nut-products.

I also understand that I am responsible to determine whether it is safe for my child to participate in this program and assume the risk by enrolling my child in the program. I do hereby waive, relinquish, release, discharge, and hold harmless from any and all liability, for any physical or mental injury or aggravation of any pre-existing illness, handicap, death, loss of enjoyment, exposure to nut products or any other harm or loss of nature which may be sustained by me or my child while participating in this activity.

I further agree that the Town of Malta Recreation personnel or class instructor may act in an emergency as best fits the situation in the event my emergency contact cannot be reached. I am aware that the sponsoring organization does not carry medical insurance for participants.

REGISTRATION INFORMATION

- All program registrations are on a first come, first served basis.
- You must register at least a week prior to the start of any class, program or workshop. All fees must be paid at that time.
- No pro-rated class fees.
- Before you buy supplies, check three days in advance to make sure the class will begin as scheduled.
- Register early as classes have been filling up quickly.
- Make checks payable to *Town of Malta*.

FEES

The **Resident Rate (R)** applies to Town of Malta and Village of Round Lake residents. The **Senior Resident Rate (SRR)** applies to those persons age 60 and up who live in Malta. Registrants may be asked for proof of residency. All others are designated as **Non-Resident Rate (NR)**.

MINIMUM/MAXIMUM

This designation is for the number of students needed to hold a program (Min) and the number to fill a program (Max). These guidelines are necessary to ensure the best possible experience for each participant. The Malta Parks and Recreation Department may increase or reduce the class size if necessary. Activities may be cancelled if there is not sufficient enrollment.

POSSIBLE CHANGES IN LISTING

The Malta Parks and Recreation Department reserves the right to cancel, combine, or divide classes; to change time, date or location of classes; to change instructor assignments; and to make any other changes that may be necessary.

REFUND POLICY

Since the fees collected must offset personnel and other program expenses, any **requests for a refund or credit must be made a full week prior to the start of class.** Requests after this time will not be considered. **There will be a \$5 service charge for each activity refund** although there is no service charge for accepting a credit on your account. Only amounts greater than \$10 will be refundable. For refund requests under \$10, money will be applied to customer account. In the event that an activity is filled or cancelled, a full refund will be made. Please allow up to four weeks for refunds to be issued.

RETURNED CHECKS

There is a \$20 service charge for all returned checks due to insufficient funds. This fee in addition to the original amount must be paid in full via cash or money order in order to resume participation in programming or facility use.



POLICIES

PHOTO / VIDEO POLICY

The Town of Malta photographs and videotapes program participants. By registering for a program or involvement with an activity / event, the participant consents to use by the Town of her / his likeness in Town promotions and other uses.

ROOM RENTAL

Rooms and the gymnasium at the Malta Community Center are available to rent Monday - Friday 8:00am - 8:00pm and Saturdays 9:00am - 12:00pm when they are not being used for classes. To rent a room for parties, meetings, sports practice or special occasions, pick up an application and fee schedule at the Center. Applications, fees, damage deposit and insurance requirements must be submitted at least 48 business hours prior to the rental time in order to reserve a facility.

GERALD E. WINTERS GYMNASIUM

The gymnasium features wood floors, is air conditioned and is lined for full court basketball and volleyball. Other sports such as pickle ball, tennis, badminton and soccer can be played. The gym can also be divided into half courts by using the suspended curtain. Many classes and programs are offered in the gymnasium, as well as, open gym times for families, adult basketball and indoor walking.

Open Gym: A current gym schedule can be found at www.malta-town.org under the Parks and Recreation page. Schedules are subject to change. You must bring your own equipment and clean dry gym shoes. Be sure to sign in at the front desk. Adult supervision is required for those under 12 and a parent signed waiver is required for those 12 - 17.

PAVILION RESERVATIONS

The Malta Parks and Recreation Department reserves pavilions in the Malta Community Park and the Shenantaha Creek Park for picnics and parties. One pavilion in each park can be reserved per day. You can select from two reservation times either 10:00am-2:00pm or 3:00pm- 7:00pm for your event. The fees are \$50 per reservation for Malta residents and \$100 per reservation for Non-Residents. Reservation requirements also include the Pavilion Use Permit Application, deposit and insurance. The application form, which includes the reservation requirement information, rules and regulations, can be found on the Town of Malta's website at www.malta-town.org under the Forms Center heading.

FIELD INFORMATION AND RENTALS

In 2012, the Town entered into an agreement with the Malta Athletic Association to be the governing agent and provide maintenance and operations of designated field space in the Town. Field rentals are available at the Shenantaha Creek Park and the Luther Forest Athletic Fields. To rent a field for the 2013 season, contact Eric Obrecht at jeo1288@hotmail.com. For more information or to join the Association, contact Steve Claypool, President of the Board of Directors, at sc9339@gmail.com

CODE OF CONDUCT

In a continuing effort to provide quality, well maintained, clean and safe programs and facilities for the public, all participants and visitors are expected to exhibit appropriate behavior at all times, show respect to other participants, users, volunteers and staff and take direction from facility/program staff and volunteers. The following examples of behavior could result in an ejection or suspension:

- fighting or intent to harm,
- swearing, threatening and arguing,
- vandalism.

The reasons listed are not meant to be exhaustive. Town staff or Program volunteers are responsible for the safe management of facilities and programs. If a potential exists for disorder, personal injury, conflict or destruction of property, staff has the authority to eject or suspend any or all participants and visitors. There can also be additional consequences such as criminal charges, arrests, etc.