

Registration Information

Three Ways to Register

1. Mail-In Registration

Mail-in registration will be accepted on a first-come, first-served basis. Please use the registration form on this page or a reasonable facsimile. Mail completed form and payment to:

**Royal Oak Recreation
211 Williams, PO Box 64
Royal Oak, MI 48068-0064**

Do not send cash. Use separate checks for different classes in case one of your desired classes is filled. Make checks payable to **Royal Oak Recreation**. **Returned check fee is \$35.**

2. In Person Registration (*new location)

Walk-in registrations are accepted on a first-come, first-served basis. Register in person at:

**Royal Oak Recreation
Dept. of Public Service
1600 N. Campbell Rd.
Royal Oak, MI 48067**

Cash, check or Visa/Mastercard/Discover accepted.
Hours: Monday - Friday, 8:30 am - 5:00 pm

3. Fax

Fax registrations are accepted 24 hours at **248-246-3007**. Credit card only – please include credit card #, expiration date and signature on registration form. *We cannot confirm receipt of your fax registration by return fax or by phone. You must call us for confirmation.*

No Telephone Registration

Senior Programs register at Mahany/Meininger Center, 248-246-3900

Refunds

Refunds will be granted up to one week prior to the start of a class or camp, less a \$5 service fee. Refunds will be granted after the first week of class, less a \$10 service fee. **NO REFUNDS WILL BE GRANTED AFTER THE SECOND WEEK OF CLASS. NO REFUNDS ONCE A CAMP HAS STARTED.** No refunds on one-day classes. Allow three weeks for refund check. Fees charged on credit cards must be credited back to your credit card, **LESS SERVICE CHARGES INDICATED.**

General Information

- Office phone number: 248-246-3180
- To receive a receipt, please enclose a stamped, self-addressed envelope. No additional confirmation will be sent.
- All activities are subject to a minimum enrollment or class will be cancelled. Full refunds will be given if a class/camp is cancelled by Royal Oak Recreation.
- Children should not accompany their parents to classes designated for adult participants only.

Insufficient Funds on Checks

There will be a \$35 Returned Check Charge to all accounts for checks that are returned by the bank. NSF Accounts that are not paid in full within 10 days of notice are sent to the Oakland County Prosecutors Office for criminal prosecution.

Registration Information Form

Name _____	Daytime Phone _____	Evening Phone _____
Address _____	City, Zip _____	
If Child: School _____	Grade _____	Age _____
Class _____	Day _____	Time _____
Class _____	Day _____	Time _____
Amount enclosed: \$ _____		
Payment Method:		
☐ Check	☐ Cash	
☐ Visa/Discover # _____	3-digit Security Code _____	
☐ Mastercard # _____	3-digit Security Code _____	
Cardholder Name _____	Expiration Date _____	
Signature of Cardholder _____		



The City of Royal Oak assumes no responsibility for personal injuries or loss of personal property while using City or School facilities. It is recommended that anyone enrolled in an activity, or using one of our facilities in general, make provisions to provide adequate coverage within their own family insurance. By registering for Department of Recreation and Public Service programs, registrants realize the inherent risks involved in the programs and appreciate the nature of the risks. Do you have any condition or impairment that requires accommodation for your enjoyment of the program?

Explain _____

Signed _____ Total Enclosed \$ _____

(If youth, parent or guardian must sign)

Additional registration forms are available on the City's website: www.ci.Royal-Oak.mi.us, click on Departments; click on Recreation.