

<b>For Office Use Only</b>		INT _____
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# Bay View Community Center ADULT REGISTRATION FORM

Use this form to register for Arts & Crafts, Food & Nutrition, Life Skills, Recreation & Fitness, 50+ Programs and Trips and Tours sponsored by the Bay View Community Center.

**To register for a class or trip fill out sections 1-4. One person per form. Please Print.**

## 1. Print Name, Address and Phone Numbers

Name _____	Home Phone _____	Daytime Phone _____
Street Address _____	City _____	State _____ Zip _____
<div style="border: 1px solid black; padding: 5px;">           Email Address _____         </div>		

## 2. Print Program/Trip Information

Program/Trip Name _____	Date _____	Time _____	\$ _____ Cost
Program/Trip Name _____	Date _____	Time _____	\$ _____ Cost
Program/Trip Name _____	Date _____	Time _____	\$ _____ Cost
Program/Trip Name _____	Date _____	Time _____	\$ _____ Cost
			<b>Total Cost</b> _____

## 3. Donation

I appreciate the programs and services of the Bay View Community Center and want to see them continue and remain affordable for all members of the community. I am enclosing a donation of \$ \_\_\_\_\_.

**4. Signature & Liability Clause:** In signing this registration I agree to abide by the policies and procedures as printed on the back of this registration form. I hereby absolve and hold harmless the Bay View Community Center and its employees from any liability for injuries and damages as a result of participation in a Bay View Community Center program or trip. I further provide that this consent and waiver applies to my heirs, executors or assignees. By registering for this event, I grant permission to the rights of my (and those I am registering) image likeness and voice for marketing and promotion purposes by BVCC without payment or any other consideration.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 5. Method of Payment

Please mark your method of payment.

- Cash      2.  Check or Money Order made payable to BVCC
- Charge to my:  VISA    Mastercard   My card number is \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Discover    AMEX                      Back of card - last 3 numbers: \_\_\_\_\_   My charge card expiration is: \_\_\_\_\_

**Signature for charge card** \_\_\_\_\_

**Return Registration Form to:** BVCC 1320 E. Oklahoma Avenue, Milwaukee, WI 53207

For free programs you may scan and e-mail form to [info@bayviewcenter.org](mailto:info@bayviewcenter.org). You may cancel your registration only up to the Register by. Cancellation MUST BE IN WRITING. If you are canceling a trip, your Trip Ticket MUST be returned with your notification. If you cancel BEFORE the Register by you will receive a refund minus \$5.00 processing fee. Refunds will not be given after the deadline date. If BVCC cancels due to insufficient enrollment, you will receive a complete refund.

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Cancellation Policy Read to Phone Charge Customer and Accepted: Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

**The decision of BVCC management is final**

## REGISTRATION PROCEDURES & POLICIES

The Bay View Community Center does not discriminate on the basis of race, color, sex, handicap or national origin. Registration for all programs is accepted on a first come first serve basis. We reserve the right to refuse admissions to programs and trips as necessary.

All attendees must have completed registration form on file.

To register, please use the forms enclosed in this booklet. You may photocopy the form. For additional forms contact the Center or pick some up the next time you are in the building.

The registration form must be filled out completely. Participant's signature is required. Forms not signed are invalid and will be returned. The BVCC is not responsible for resulting delays.

Payment must accompany registration forms. Check or Money Order or Charge Card information can be mailed to the Center. Cash is accepted in person only. **MASTERCARD, VISA, DISCOVER, and AMERICAN EXPRESS** are accepted in person or by phone. Call (414) 482-1000 for details.

Please register by Register by. Classes with insufficient enrollment will be cancelled. Only if space and circumstances permit, will you be able to register after the deadline.

All programs start on time. Classrooms open for seating 1/2-hour before program begins unless otherwise stated. **DO NOT COME EARLY - BUILDING NOT OPEN.** Latecomers will be seated in available seats.

You can cancel your registration only up to the Register by. Cancellations **MUST BE IN WRITING.** If you are cancelling a trip, your trip ticket **MUST** be returned with your notification. If you cancel **BEFORE** the Register by you will receive a refund minus \$5.00 processing fee. Refunds will not be given after the deadline date.

Registration is not transferable.

**For Trips:** Trip ticket and photo ID needed at time of check-in to board bus.

**For Adult Programs:** Please bring photo ID to be presented at time of check-in.

If BVCC cancels class due to insufficient enrollment, you will receive a complete refund.

Adult classes are planned for individuals ages 18 and up (unless otherwise noted). Please do not bring, or have dropped off, babies or children (ages newborn-17 years old) to adult classes. Program Participants are not allowed to bring food or beverages into any program except for their personal consumption.

Childcare is available for parenting classes as indicated, on a limited, first come basis. You must register for childcare when you register for class. You must notify us in advance if you will not be attending a childcare session. Failure to do so will result in a "no show" charge. Please do not bring children or babies to classes where childcare is not offered.

**Notice of cancellation because of SNOW emergency will be carried over the following TV Stations: WITI TV6; WISN TV12; WTMJ TV4; and the following Radio Stations: WTMJ 620; WKTI 94; WLTQ 97; WISN 1130.**

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