

SILVER SPRING TOWNSHIP RECREATION REGISTRATION POLICY (2006)

PROCEDURES: Residents of Silver Spring Township will be given first preference in registration for programs, activities and bus trips. Events will be filled on a first come, first served basis, unless otherwise designated. Registration cut-off dates will be established and adhered to for each program.

- METHODS:**
1. Pre-registrations may be taken by telephone @ 766-0178. This will reserve space for (1) week. Payment must be received within (7) days to hold the reservation.
 2. Registrations may be taken in person @ the Silver Spring Township office @ 6475 Carlisle Pike, Mechanicsburg. Office is open from 8:00 AM – 4:00 PM or the “Office Drop Box” may be utilized.
 3. Registrations may be mailed to Silver Spring Township.

- POLICY:**
1. Payments can be made in **CASH** or by **CHECK**. All checks are to be made payable to Silver Spring Township.
 2. Should a check be returned from the bank for insufficient funds, the participant is responsible for all fees, plus a **\$20.00 administration fee** payable to the Silver Spring Township. If the matter is not addressed promptly, cancellation of participation may result.
 3. Silver Spring Township reserves the right to restrict and/or limit participation to any or all programs or activities, due to low enrollment, inappropriate participant behavior, instructor limitations, facility requirements, etc.
 4. Participants are expected to conduct themselves in a courteous and cordial manner which promotes a positive impact on other participants, being mindful to abide by all Township rules, regulations and policies. **NO** alcoholic beverages, drugs or weapons are permitted at Township sponsored events. Smoking will be restricted to designated areas **ONLY!**
 5. Silver Spring Township cannot be held liable for any loss, damage or injury sustained to person or property that may occur as a result of participating in a Silver Spring Township sponsored event. All efforts will be made to provide a safe and secure environment for events.

6. Discounted rates may be incorporated for Silver Spring Township Employees, Cumberland Valley School District Employees, Senior Citizens, and other Related groups, as deemed applicable by the Director of Parks & Recreation.

SPECIFIC REGISTRATION ISSUES:

1. Summer Camp: Basic costs, registration payment plans, late fees and special needs will be addressed under separate program registration information.
2. Bus Trips:
 - a. Any trip costing over \$50 will require a deposit of not less than ½ the total cost of the trip. Pre-registration IS available but **deposit** or **full payment** is required within (7) days.
 - b. Final payments are to be made no less than (30) days prior to the trip!

CANCELLATIONS:

1. The Township reserves the right to cancel programs for the listed reasons. (Low enrollment, inappropriate participant behavior, instructor limitations, facility restrictions, etc.) If the Township should need to cancel a program or bus trip, refunds will be made in full.
2. Participant cancellation will be accepted up to (7) days prior to the start of the program/class. A refund will be authorized with a **\$10.00 administration FEE** assessed by the Township. **NO REFUNDS** will be made should they cancel giving less than (7) days notice.
3. **NO REFUNDS** will be made should a participant elect not to attend program/activity. Special needs/Medical concerns will be addressed on an individual basis.
4. Discount Amusement tickets are **NON-REFUNDABLE**. All sales are **FINAL**.
5. Bus Trip Cancellations are structured as follows:
 - a. If a participant elects to cancel, it must be done at least 30 days prior to the trip. A refund will be authorized minus a **\$10.00 administrative FEE per person**.
 - b. If a participant cancels within (30) days of the trip, a refund is **NOT GUARANTEED**. If an alternate can be found from the waiting list, a full refund will be made to the original participant.