

Raleigh Parks and Recreation Department - Account and Program Registration Form



Raleigh Resident Non Resident (*Add \$10 to class fee and \$12 to youth athletic fees. Non-Resident fees do not apply to Specialized Recreation Programs)
 Participant Last Name _____ Participant's First Name _____ Participant's Birthdate _____
 Parent's Last Name _____ First Name _____ State _____ Zip _____
 Mailing Address _____ City _____
 Telephone _____ Business Phone _____ Email Address _____
 Emergency Contact Name (other than parent) _____ Emergency Contact Phone Number _____

List any special needs which will require accommodations for participation _____
 Pictures or video may be taken of participants for use in program publicity. Please check, if you do not concur.
Registration Account Information: Create a New Account Update my Account Add me to the Mailing list Remove me from the Mailing list Please send me my Family PIN and Client Barcode
 Payment is required at the time of Registration

Program Registration Information - Please make copies for multiple participants or locations. Please use this form for registration, and mail to the facility where the class is held.

Last Name	First Name	Birth Date	Age	Sex	Course Barcode	Program Name	Start Date	Day	Time	Facility	Fee
											\$
											\$
											\$
											\$
											\$
*Non-City of Raleigh Residence Fee (per class)											
Total											
Form of Payment (please check) <input type="radio"/> Check # _____ <input type="radio"/> Money Order <input type="radio"/> Credit Card (Complete Credit Card Information block below)											

I would like to make a donation to support a child's participation in Raleigh Parks and Recreation Program (Specify amount) \$ _____

The Raleigh Parks and Recreation Department will attempt to provide reasonable accommodations for program participants when the need for accommodations is requested well in advance. To ensure a medically safe and appropriately planned program please list (optional) any special needs or precautions which may require program accommodations for participation (i.e. visual or hearing impairment, mental or physical disability, heart condition, history of seizures, allergies, communicable diseases, diabetes, hemophilia, asthma, attention deficit disorder, etc.)

- Refund Policy**
- 100% refund/credit/transfer if Department cancels program or facility rental.
 - All refund requests received in writing at least 14 or more days in advance of the start date of a program/rental/term placement are entitled to either:
 - a) 100% transfer of fees to another RPRD program at time of withdrawal
 - b) 85% refund/credit based on total cost of a program/rental.
 - Refund/credit/transfer requests received less than 14 days prior to start date of a program/rental/term placement will not be granted.
 - Refunds for medical reasons requested prior to the start date of program/rental/term placement will be granted at 100% subject to verification.
 - Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability.
 - A transfer must be requested at the time of withdrawal.
 - A credit may be used by any family member on the same registration account.

Non-Discrimination Policy The City of Raleigh Parks and Recreation Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of services, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of the Raleigh Parks and Recreation Department or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

City of Raleigh Release and Indemnity Agreement I understand that participating in the recreational program selected involves risk of injury. These risks include inclement weather, accidents while traveling, equipment problems or failures, contacts with and actions of other participants, slips/trips/falls, and musculoskeletal injuries, among others. I choose for myself or for my child to participate in the selected programs despite the risks. By signing the Program Registration form, I acknowledge all risks of injury, illness, and death and affirm that I have assumed all responsibility of injury, illness, or death in any way connected with participation in the program. I also agree for myself and for any child participant to follow all rules and procedures of the program and to follow the reasonable instructions of the teachers and supervisors of the program. In return for the opportunity to participate in this program, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the City, its employees or its agents for injury, illness, or death resulting from this program. If I am registering a child for a program, I agree that I am a parent, legal guardian, or am otherwise responsible for the child whose application I am submitting and that I release, waive, and discharge any legal rights that I may assert on behalf of the child participation in the program. I also agree not to sue the City, its employees, or its agents and agree to indemnify the City for all claims, damages, losses, or expenses, including attorney's fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from participation in the program.

Participant Signature _____ Date of Signature _____

Signature of parent/legal guardian if child is under 18 _____

Credit Card Information - must be complete for all credit transactions

VISA VISA Mastercard American Express

Exp. Date _____ Amount \$ _____

Name _____
print name as appears on card

Billing Address for card _____

Card # _____

Signature _____ Date _____

How Do I Register?

Registration Form on page 99.



Mail-In



Walk-In



Processing will begin on **Tuesday, March 30, 2010**

- Complete registration form. Please print clearly.
- Payment options include Money Order, Check (made payable to City of Raleigh), VISA, Mastercard, or Credit on account,.
- Mail the completed registration form to the City of Raleigh Recreation site where the class or program will be held (unless otherwise noted).
- Registration receipts will be mailed.

Registrations will be accepted, beginning **Tuesday, April 13, 2010** at 9:00am

Bring your completed registration form and payment to one of our staffed Recreation sites during regular business hours.

- Payment options include Cash, Money Order, Check (made payable to City of Raleigh), VISA, Mastercard, or Credit on account.

The following facilities can process Mail-In and Walk-In registrations:

Mail-In registration for programs not held in one of the listed facilities may be sent to: **Attn: Registration 2401 Wade Avenue, Raleigh, NC 27607**

Art Centers

Pullen Arts Center 105 Pullen Road 27607	831-6126
Sertoma Arts Center 1400 W. Millbrook Road 27612	420-2329

Lakes

Lake Johnson 4601 Avent Ferry Road 27606	233-2121
Lake Wheeler 6404 Lake Wheeler Road 27603	662-5704

Special Facilities

Durant Nature Park 8305 Durant Road 27614	870-2871
Millbrook Tennis Center 1905 B Spring Forest Road 27615	872-4129
Pullen Amusements 520 Ashe Avenue 27606	831-6468
Walnut Creek Softball Complex 1201 Sunnybrook Road 27610	250-2725

Staffed Community Centers

Barwell Road 3935 Barwell Road 27610	329-5994
Brier Creek 10810 Globe Road 27617	420-2340
Biltmore Hills 2615 Fitzgerald Drive 27610	831-6895
Carolina Pines 2305 Lake Wheeler Road 27603	831-6435
Chavis 505 MLK Jr. Boulevard 27601	831-6989
Green Road 4201 Green Road 27604	872-4140
Halifax 1015 Halifax Street 27604	831-6378
Jaycee 2405 Wade Avenue 27607	831-6833
Lake Lynn 7921 Ray Road 27613	870-2911
Laurel Hills 3808 Edwards Mill Road 27612	420-2383
Lions 516 Dennis Avenue 27604	831-6995
Millbrook Exchange 1905 Spring Forest Road 27615	872-4156
Method 514 Method Road 27607	831-6066

Optimist

5900 Whittier Drive 27609	870-2880
Peach Road Neighborhood Center 911 Ileagnes Road 27603	807-8545
Pullen Community Center 408 Ashe Avenue 27606	831-6052
Ralph Campbell 756 Lunar Drive 27610	250-2757
Roberts 1300 E. Martin Street 27610	831-6830
Tarboro Road 121 N. Tarboro Road 27610	831-6505
Walnut Terrace 111 W. Lee Street 27601	831-6155
Worthdale 1001 Cooper Road 27610	250-2730

Swimming Pools

Optimist Pool 5902 Whittier Drive 27609	870-2882
Pullen Aquatic Center 410 Ashe Avenue 27606	831-6197



RecLink Online

parks.raleighnc.gov

24 hours/day

Registration opens **Tuesday, April 13, 2010** at 9:00am

Immediate Confirmation RecLink allows quick, efficient registration online 24 hours a day, 7 days a week.

- Visit parks.raleighnc.gov and click on RecLink
- Have your Family PIN and Client Barcode ready.
- Payment options include VISA, Mastercard, or Credit on account.
- Full account payment is required to complete registration.
- Immediate confirmation will be provided once payment is complete.

If you would like to take advantage of online registration and are new to RecLink, follow the instructions below to receive your Family PIN and Client Barcode:

• **If you have never registered for a Raleigh Parks and Recreation class or program**

**Create a
New Account**

Please complete our Account Request Form available on RecLink or check the "Create a New Account" box and complete required information on the registration form included in the Leisure Ledger. We will create your account and provide you with your Client Barcode and Family PIN. Please note that this process is not immediate.

• **If you are an existing Raleigh Parks and Recreation Customer with a valid e-mail address in our system**

**Existing Raleigh Parks and
Recreation Customer
Click Here**

Simply visit RecLink and click on the link that says "Existing Raleigh Parks and Recreation Customer - Click here". A prompt will allow you to enter the e-mail address we have listed with your account, and your Family PIN and Client Barcode will be e-mailed to you immediately.

• **If you would like to update information on your account**

**Update My
Account**

Simply complete an Account Request Form on RecLink or check the "Update my Account" box and complete required information on the registration form included in the Leisure Ledger. Please note that this is not an automated system.

Questions or Comments? E-mail us at RecLinksupport@ci.raleigh.nc.us, or call RecLink Support at (919) 807-8460.

Facilities Listing for Map

Art Centers

1 Pullen Arts Center	•L
105 Pullen Road 27607	831-6126
2 Sertoma Arts Center	•L
1400 W. Millbrook Road 27612	420-2329

Lakes

3 Lake Benson	OPQ
Buffaloe Road, Garner 27529	662-5703
4 Lake Johnson	•MNOPQ
4601 Avent Ferry Road 27606	233-2121
5 Lake Wheeler	EJMOPQ
6404 Lake Wheeler Road 27603	662-5704
2 Shelley Lake	EGJNOPQ
1400 W. Millbrook Road 27612	420-2331

Special Facilities

6 All Childrens Playground/Laurel Hills Park	•BEG
3808 Edwards Mill Road 27612	420-2383
7 Anderson Point Park	•EM
20 Anderson Point Drive 27610	807-8461
8 Baileywick Road Park	•BEM
9501 Baileywick Road 27615	870-2911
9 Borden Building/Fletcher Park	GMV
820 Clay Street 27605	831-6430
10 Brookhaven Nature Park	•K
5125 Berkeley Street 27612	831-6856
11 Buffaloe Road Athletic Park	BEW
5812 Buffaloe Road 27616	831-6836
29 Carolina Pines Off-Leash Dog Park	U
2305 Lake Wheeler Road 27603	831-6435
12 Cedar Hills Park	•BCEFGHM
5600 Sweetbriar Street 27609	870-2880
54 Honeycutt Park	BEGRMN
1032 Clear Creek Farm Road 27615	872-4156
13 Durant Nature Park	•EKMOQ
8305 Camp Durant Road 27614	870-2871
14 Kentwood Park	BCEH
4531 Kaplan Drive 27606	
15 Marsh Creek Park	BMTY
3016 New Hope Road 27604	872-4140
16 Method Pioneer Building	•
516 Method Road 27607	831-6066
17 Millbrook Exchange Off Leash Dog Park	U
1905 Spring Forest Road 27615	872-4156
17 Millbrook Tennis Center	•C
1905 B Spring Forest Road 27615	872-4129
18 Mordecai Historic Park	V
1 Mimosa Street 27604	857-4364
19 North Hills Park	BCEMN
100 Chowan Circle 27609	870-2880
20 Oakwood Park	BMG
910 Brookside Drive 27604	831-6995
1 Pullen Amusements	•CEMOP
520 Ashe Avenue 27606	831-6468
21 Raleigh Little Theatre/Rose Garden	•V
301 Pogue Street 27607	821-4579
22 Spring Forest Road Park	BCEGMN
4203 Spring Forest Road 27616	872-4140
1 Theatre In The Park	•
107 Pullen Road 27607	831-6936
23 Tucker House	•
418 N. Person Street 27601	831-6009

24 Walnut Creek Softball Complex	•B
1201 Sunnybrook Road 27610	250-2725
56 Walnut Creek Wetland Center	•
950 Peterson Street 27610	831-1960
25 Williams Park	CEMR
1525 Lynn Road	420-2329

Staffed Community Centers

26 Biltmore Hills	•ABCDEGM
2615 Fitzgerald Drive 27610	831-6895
27 Barwell Road	A•
3935 Barwell Road 27610	329-5994
28 Brier Creek	AEGMW•
10810 Globe Road 27617	420-2340
29 Carolina Pines	•ABCE
2305 Lake Wheeler Road 27603	831-6435
30 Chavis	•ABCDEMNV
505 MLK Jr. Boulevard 27601	831-6989
31 Green Road	•ABEGMRC
4201 Green Road 27604	872-4140
55 Greystone Recreation Center	•E
7713-55 Lead Mine Road 27615	996-4848
32 Halifax	AEG
1015 Halifax Street 27604	831-6378
33 Jaycee	•ABCEJMRV
2405 Wade Avenue 27607	831-6833
34 Lake Lynn	•ABCNOE
7921 Ray Road 27613	870-2911
6 Laurel Hills	•ABEGM
3808 Edwards Mill Road 27612	420-2383
35 Lions	•ABCEGMS
516 Dennis Avenue 27604	831-6995
17 Millbrook Exchange	•ABCDEGJMN
1905 Spring Forest Road 27615	872-4156
16 Method	•AEG
514 Method Road 27607	831-6066
36 Optimist	•ABCDEN
5900 Whittier Drive 27609	870-2880
37 Peach Road Neighborhood Center	•EG
911 Ileagnes Road 27603	807-8545
1 Pullen Community Center	•
408 Ashe Avenue 27606	831-6052
38 Ralph Campbell	•G
756 Lunar Drive 27610	250-2757
39 Roberts	•ABCEGLM
1300 E. Martin Street 27610	831-6830
40 Sgt. Courtney T. Johnson Center	•EGM
1801 Proctor Street 27610	831-6719
41 Tarboro Road	•ACEM
121 N. Tarboro Road 27610	831-6505
42 Walnut Terrace	•
111 W. Lee Street 27601	831-6155
43 Worthdale	•AFCE
1001 Cooper Road 27610	250-2730

Swimming Pools

26 Biltmore Pool *	•
701 Crown Crossing Lane 27529	831-6736
30 Chavis Pool *	•
501 MLK Jr. Boulevard 27601	831-6565
44 Lake Johnson Pool *	•
1416 Athens Drive 27606	233-2111
45 Longview Pool *	•
321 Bertie Drive 27610	831-6343
17 Millbrook Pool (year-round)	•
1905 Spring Forest Road 27615	872-4130
36 Optimist Pool *	•
5902 Whittier Drive 27609	870-2882
1 Pullen Aquatic Center (year-round)	•
410 Ashe Avenue 27606	831-6197
46 Ridge Road Pool *	•
1709 Ridge Road 27607	420-2322

Unstaffed Neighborhood Centers *

47 Brentwood c/o Green Road	•BCEGM
3315 Vinson Court 27604	872-4140
48 Eastgate c/o Millbrook	•CE
4200 Quail Hollow Drive 27609	872-4156
9 Garris Building c/o Jaycee	•CM
820 Clay Street 27605	831-6833
49 Glen Eden Pilot c/o Jaycee	•CM
1500 Glen Eden Drive 27612	831-6833
50 John P. "Top" Greene Center c/o Chavis	•
401 Martin Luther King Jr. Blvd. 27601	831-6527
51 Kiwanis c/o Optimist	•BEGM
2525 Noble Road 27608	870-2880
52 Powell Drive c/o Method	•CEG
740 Powell Drive 27606	831-6066
53 Sanderford Road c/o Biltmore	•BCEG
2623 Sanderford Road 27610	831-1898

* Inquiries and mail for unstaffed centers should be sent to c/o site.

Legend

- A Gymnasiums
- B Lighted Ballfield(s)
- C Tennis Courts
- D Pool
- E Play Equipment
- F Mini Park
- G Outdoor Basketball
- H Frisbee Golf
- J Exercise Trail
- K Nature Study
- L Arts
- M Picnic Shelter
- N Greenway Trail
- O Lake
- P Boat Rental
- Q Fishing
- R Sand Volleyball
- S BMX Track
- T Inline Skating
- U Dog Park
- V Gardens
- W Walking Track
- Y Skate Park
- Handicap Accessible

* Seasonal pools – phone lines staffed at these pools only during seasonal hours of operation.

Facilities Map

Park Facilities
— Highways
— Major Roads

0 1 2 Miles
02/23/2009

