

For On-line Registration

The Morton Grove Park District now accepts payment for on-line registration by Master Card, VISA or Discover. **This is a secured site.** You can register for most park district programs everyday - 24 hours a day.

Note: Your on-line signature will have the same legal basis as an original signature.

Your Registration cannot be completed unless your Waiver and Release Form are signed!

For Mail-In Registration

The Morton Grove Park District accepts Visa/Mastercard/Discover as payment for mail-in registration. Registration made with an invalid credit card will not be processed. Payment by check is payable to Morton Grove Park District. Mail completed form with payment to:

REGISTRATION

Morton Grove Park District
6834 Dempster
Morton Grove, IL 60053

For Fax Registration

Registration can also be received via Fax. All information must be completed in full and waivers must be signed. Please note that a facsimile signature will have the same legal basis as an original signature. Our fax number is 1-847-965-4115.

For Walk-In/Drop Off

To register in-person or to drop-off your registration please come to the:

Prairie View Community Center
Lower Level
6834 Dempster St.

Registration Hours:

Mon.-Thurs. 5:30am - 10:00pm
Fri. 5:30am - 9:00pm
Sat. & Sun. 7:00am - 7:00pm

Note: We accept Visa, Mastercard, Discover, Cash, and Checks. The minimum amount for credit card transactions will be \$10.

Sorry, Phone-in Registration is not Accepted.

Registration Procedures Resident

Morton Grove resident registration begins upon delivery of the brochure. All registration will be processed according to the time and date it is received at the Park District.

Non-Resident

Non-resident fees for Park District programs are 35% more than the resident fee unless otherwise stated. Non-residents may begin registering on **August 9, 2010.**

On-Line Registration

Go to the Morton Grove Park District web site at www.mortongroveparks.com

Click on "Register Now" on the park district home page.

Please read carefully all the registration procedures and program information when you get to the on-line registration page.

After you send the online registration form, you will receive notice that your registration has been received by the Registration Coordinator.

Note: Registering on-line does not guarantee you a place in the program. The Registration Coordinator will notify you by email and regular mail if you have been accepted into the program(s).

Refund Policy

Refund requests for recreation programs may be made by phone or in person. Refunds will be granted minus a \$5 cancellation fee in the following cases:

1. If notice is given 2 full working days prior to the start of a program.
2. A pro-rated refund is issued after a program or activity has started (medical, moving, death in family...). Proof may be required.
3. If a program is cancelled by the Park District, a refund will be made in FULL.
4. If a program is cancelled and an alternate choice is offered, a refund will automatically be issued if no response is received within 2 days.

Registration Questions

Call 847-965-1200.

Definition of Residency

Anyone living within the geographic boundaries of the Morton Grove Park District is considered a resident for recreation programs only. Students in Kindergarten through Grade 8 enrolled in and currently attending the following Morton Grove Public Schools are also considered residents for recreation programs:

District 67 - Hynes & Golf
District 70 - Park View
District 63 - Nelson & Melzer
District 69 - Edison
Jerusalem Lutheran
Julia S. Molloy
MCC Full Time School

Class Abbreviations

Class abbreviations are as follows:

M-Monday **Tu**-Tuesday
W-Wednesday **Th**-Thursday
F-Friday **Sa**-Saturday
Su-Sunday
PVCC-Prairie View Community Center
RC-Racquetball court
ADS-Aerobics Dance Studio
CR-Community Room
CC-Cycling Center

Returned Check Policy

There is a service charge of \$25 for all returned checks.

Reminders

Please try to register early for programs you are interested in. Some classes tend to fill up very quickly. If you wait too long to register, it might be too late. We may have no choice but to cancel a class if the minimum number of participants have not enrolled prior to start date.

Payment Plans

The Morton Grove Park District offers a payment plan through the Check Free System for Club Fitness memberships and designated recreation programs. An automatic debit is processed on a monthly basis from either a checking or credit card account. A \$25 refundable service fee will be required to new participants to utilize this service. For further information contact the Registration Coordinator at 847-965-1200.

