

1. You may register online, by email, by mail, by phone, by walk-in, or by fax. Directions for each method follow. Please note that registering for the CARE and KIDS Camp programs involves a different process. For these instructions please call our office.

**(A) For Online Registration:**

<https://register.parksreconline.com/wbWSC/augustacounty.wsc/wbSplash.html?wbp=1>

**(B) For Email Registration:** Complete the registration form, including your credit card information (including expiration date and signature), and email to [parksrec@co.augusta.va.us](mailto:parksrec@co.augusta.va.us).

**(C) For Mail-In Registration:** Enclose your registration form and check made payable to ACPR or credit card information (including expiration date and signature) and mail to: Augusta County Parks and Recreation, P.O. Box 590, Verona VA 24482. Do not send cash. Please realize, for priority purposes, that we process registrations in the order received at our office, not date of postmark.

**(D) For Phone-In Registration:** Have available the information that the registration form requests, along with your MasterCard, Visa or Discover card and call (540)245-5727.

**(E) For Walk-In Registration:** The Parks and Recreation office is open Monday-Friday, 8am-5pm. The office is located in the northern end of the Augusta County Government Center, 18 Government Center Lane, Verona, VA 24482.

**(F) For Fax-In Registration:** Complete the registration form, including your credit card information (including expiration date and signature), and fax to (540)245-5732. Print more registration forms if needed.

2. Payment in full is due at the time of registration, unless the specific program/ trip/activity description outlines an otherwise approved payment schedule that includes an initial deposit. You may pay by check, cash, Visa, MasterCard or Discover. Please do not send cash with mail in registrations.

3. All checks and money orders are payable to **Augusta County Parks and Recreation or ACPR**. A \$30 return check fee is charged for all returned checks.

4. Accident insurance is not provided by Augusta County Parks and Recreation for any program participant. Participants (or a parent/guardian if participants are under 18) must sign the release on the registration form.

5. You may register as many as four family members, living at the same address, on one form. If you are registering someone from a different address you must use a separate form. Please copy this form as needed.

6. Augusta County Parks and Recreation's programs require participants to adhere to reasonable rules of conduct and we reserve the right to remove any individual whose behavior violates program standards or creates an unsafe or intolerable atmosphere for other participants.

7. Participants must register before the start of all programs; **you are not considered registered for a program unless payment is made in full**. Augusta County Parks and Recreation's programs have a minimum and maximum number of participants. Registration is accepted on a first-come, first paid basis until a program is full. Once a program is full, ACPR may take names for a waiting list but does not guarantee anyone on a waiting list acceptance into a program. ACPR reserves the right to cancel a program due to lack of enrollment. In such a case, enrollees will be promptly notified of the cancellation.

**REFUND/CREDIT POLICY**

1. Full refunds will be given if Augusta County Parks and Recreation cancels a class, program, trip, etc.

2. With any registration cancellation, a \$10 cancellation fee will be retained (or the full fee if less than \$10).

3. For programs/activities (non-trips), refunds will be given up until 5 business days prior to when a program begins, minus the \$10 cancellation fee. No refunds will be approved after this date unless special circumstances warrant. These requests must be submitted on the Refund Appeal Form available from our office or on our website.

4. **For all trips, no refunds will be given, unless your space on the trip can be filled.** If a waiting list exists, ACPR will contact those on the waiting list to try to fill the space(s). If no waiting list exists OR those on the waiting list no longer want to participate in the trip, it will be the responsibility of the participant to resell their space(s) on the trip. In many cases, the department must make pre-purchases; therefore, this refund policy is not flexible. Note that the \$10 cancellation fee will apply, even if the space is filled.

5. Refund checks will be mailed within 2-4 weeks for transactions made by check or cash. Refunds will be applied to credit cards for transactions made by credit card. If there is an existing household balance due for other programs/activities, the refund will be directly applied as a credit to that balance.

6. Refund Appeal Form must be received in our office within 10 business days of the initial inquiry in order to be considered. Please mail completed Refund Appeal Form to Augusta County Parks and Recreation, P.O. Box 590, Verona VA 24482, fax to (540)245-5732 or email to [parksrec@co.augusta.va.us](mailto:parksrec@co.augusta.va.us).

**Inclément Weather:** If programs are canceled due to inclement weather, every attempt will be made to reschedule the program. For cancellations due to weather, call our weather hotline (540)294-4219 or look for announcements on our Facebook page.



**KEEP THIS PORTION FOR YOUR RECORDS**  
Updated 12/16

**ACPR REGISTRATION FORM**

PARTICIPANT'S NAME	M/F	D.O.B.	GRADE	PROGRAM NAME	REGISTRATION CODE	FEE

PARENT/GUARDIAN NAME(S) IF PARTICIPANT IS UNDER 18:					TOTAL FEES : \$	
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MAILING ADDRESS:	HOME PHONE:
	MOBILE PHONE:

EMAIL ADDRESS:	EMERGENCY CONTACT & PHONE:	WORK PHONE:
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RELEASE: I know that participating in the program named above is a potentially hazardous activity. I should not register and/or participate unless I am medically and physically able. I assume all risks associated with participating in the program above including, but not limited to falls, contact with other participants, and the effects of the weather (including high heat and/or humidity). All such risks being known and appreciated by me. Having read this waiver and knowing these facts, I, for myself and anyone entitled to act in my behalf, waive and release Augusta County Parks & Recreation, Augusta County, any and all partners, sponsors, officials, volunteers, instructors, coaches, and their representatives and successors from all claims or liabilities of any kind arising out of my participation in the program above, even though that liability may rise out of negligence or carelessness on the part of the person(s) named in this waiver. I grant permission to all of the foregoing to use any photographs, motion picture, recordings or any other record of me for any legitimate purpose. <b>IF PARTICIPANT IS UNDER 18:</b> This is to certify that I acknowledge and agree to the above for my son/daughter/ward, and that my son/daughter/ward has my permission to participate in the program above, is in good medical and physical condition, and that Augusta County Parks & Recreation employees, volunteers, officials, instructors, and/or coaches have my permission to authorize medical treatment if necessary. I grant permission to all of the aforementioned to use any photographs, motion pictures, recordings, or any other record of my child for any legitimate purpose. I acknowledge and accept the above stated cancellation and refund/credit policy.
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_____ SIGNATURE OF PARTICIPANT (IF 18+) (REQUIRED)	_____ SIGNATURE OF PARENT (IF PARTICIPANT UNDER 18) (REQUIRED)
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CREDIT CARD AUTHORIZATION	
___ MasterCard ___ Visa ___ Discover	Exp. Date ___/___/___ Card #: _____

CARDHOLDER NAME: _____	CSC (3-digit) CODE: _____
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CARDHOLDER SIGNATURE: _____	TOTAL to be CHARGED: \$ _____
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