

## REGISTRATION GUIDELINES

1. Please register early! If a class doesn't have a sufficient number of participants 48-hours prior to the beginning of class, the class may be cancelled. All registrations are taken on a first-come, first-served basis until the classes begin, are filled or are canceled.
2. Thornton residents must show proof of residency to receive resident rates.
3. You may register your own family members and one additional household. Additional household, if a resident, must have previously proven residency.
4. Registration in the first session does not guarantee a place in continuing classes.
5. All fees are payable at the time of registration (unless noted otherwise.)
6. **CG = ONGOING REGISTRATION** You may register for classes with this symbol as soon as your *Thornton Activities Guide* arrives.

## REFUND, CREDIT AND TRANSFER POLICY

1. If you are not satisfied with the activities and programs offered, the city of Thornton will be happy to issue a refund, household credit, or transfer to a different activity.
2. Come to the registration desk at the Recreation Center or the Community Center and ask for the refund/credit request form.
3. Credits and transfers will be processed immediately. Refunds by check take approximately two weeks to process and are mailed to the address on the registration form. Refunds back to the credit card are processed as soon as the refund form is authorized. Checks will be made payable to the head of household unless otherwise directed. Amount refunded may be prorated based on the reason for the refund and/or attendance.
4. Please note that the refund policy of some adult and 55+ programs differ.



## GYMNASTICS REGISTRATION OPTIONS

Payment options for registration: Visa, MasterCard or Discover ONLY.

**ONLINE** (<https://webtrac.cityofthornton.net>)

**Resident begins Wednesday, August 22 at 7 a.m.**

**Nonresident begins Thursday, August 23 at 7 a.m.**

If you wish to register online, you must set up a user name and password. There are three ways to get it:

1. Go to the Carpenter Recreation Center (CRC) registration office or front desk. Please be prepared to prove residency.
2. Call the Carpenter Recreation Center, 303-255-7800.
3. Go online to: <https://webtrac.cityofthornton.net>.

**WALK-IN/PHONE-IN • 720-977-5901**

**Resident begins Wednesday, August 22 at 7 a.m.**

**Nonresident begins Thursday, August 23 at 7 a.m.**

General program walk-in registration is conducted at two different facilities.

- Carpenter Recreation Center, 11151 Colorado Blvd.
- Thornton Community Center, 2211 Eppinger Blvd.

Walk-in registrations will take priority over phone-in registrations.

**MAIL-IN/DROP-OFF**

**All mail-in and drop-off registrations for general classes will be processed Thursday, August 23 after 8 a.m.**

Mail-in or Drop-off registrations to:

- Carpenter Recreation Center, 11151 Colorado Blvd., 80233
- Thornton Community Center, 2211 Eppinger Blvd., 80229

## INDOOR SWIM LESSON REGISTRATION OPTIONS

**WALK-IN AND ONLINE**

**Resident begins Monday, August 20, at 7 p.m.**

**Nonresident begins Tuesday, August 21, at 7 a.m.**

Walk-in registration is conducted at two different facilities.

- Carpenter Recreation Center, 11151 Colorado Blvd.
- Thornton Community Center, 2211 Eppinger Blvd.

Online: <https://webtrac.cityofthornton.net>

**IMPORTANT! You must contact the Recreation Division at least 48-hours prior to registering in order to set up your user name and password.**

**PHONE-IN • 720-977-5901**

**Resident and nonresident begins Tuesday, August 21 at 7 a.m.**

Walk-in registrations will take priority over phone-in registrations.

**MAIL-IN/DROP-OFF**

**All mail-in and drop-off registrations for swim lessons will be processed Tuesday, August 21 after 8 a.m.**

Mail-in or Drop-off registrations to:

- Carpenter Recreation Center, 11151 Colorado Blvd., 80233
- Thornton Community Center, 2211 Eppinger Blvd., 80229

## GENERAL REGISTRATION GUIDELINES AND INFORMATION

To receive resident rates, participants must show proof of residency (see page 41 on how to prove residency). Payment must be received at the time of registration. If enrollment is full, you will be placed on a wait list. If an activity is canceled, a full refund will be given.

### ONLINE REGISTRATION (<https://webtrac.cityofthornton.net>)

Available for trips, and some classes. If you wish to register online, you must set up a user account three business days prior to registering. Contact the Active Adult Center for more information at 303-255-7850.

### TRIP REGISTRATION

**Trip registration: August 2, September 6, October 4, November 1, December 6, January 3**

**Hike & Nature Walk registration begins: Tuesday, August 21**

**Resident registration begins at 8 a.m. and nonresident at 9:30 a.m.**

You may register yourself and one other person. Registrations will be processed in the following order: Walk-in and online, phone-in and then drop-off forms. Phone-in registrations must adhere to the registration times, and messages received prior to the registration time will be placed last in the registration queue. Trip departure times are subject to change, contact the front desk to confirm departure/return times. Meals are on your own unless otherwise indicated.

## ADULT ENRICHMENT CLASSES

Adult class registration will be ongoing unless otherwise noted. All of our instructors are contractual, so in order to be eligible for a refund, you must cancel three business days prior to the start of the first class

### REFUND AND CREDIT POLICY

Activity cancellations must be made before the registration period ends to receive a full refund. If you cancel after the registration deadline, your refund will depend on whether your reservation is sold. Please allow three weeks to receive a refund. Cancellations must be made through the front desk and are not transferable to another person. Hike and Nature Walk cancellations must be received by 9 a.m. the Friday before the departure date.

### ONGOING REGISTRATION

No need to wait for online or walk-in registration. If a class contains the Ongoing registration symbol, you may register for that class as early as the day your *Thornton Activities Guide* arrives in the mail! Don't hesitate, register today!



## MAIL-IN/DROP-OFF REGISTRATION FORM

Household Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Participant's Name	Birth Date	Activity Name	Day/Time	Activity #	Session	Amount Paid

Check #: \_\_\_\_\_ Total Amount: \_\_\_\_\_

### RELEASE OF LIABILITY PLEASE READ BEFORE SIGNING

I am a participant or parent or legal guardian of \_\_\_\_\_, a participant in \_\_\_\_\_ . This activity will be held on \_\_\_\_\_ and is sponsored by the COMMUNITY SERVICES DEPARTMENT OF THE CITY OF THORNTON. I acknowledge that my participation in this activity, or that of my child, involves an inherent risk of physical injury to any individual undertaking such activity or damage to the property of such individual. The undersigned expressly assumes such risk and releases and waives any claims against Thornton, its agents and employees, for any damages to persons or properties, whether the result of negligence, breach of warranty or otherwise. The undersigned further agrees to hold the city of Thornton, its agents and employees, harmless for any injury to other persons or property caused by participant's involvement in this activity except to the extent such claim might be based upon the sole and exclusive negligence of the city of Thornton, its agents or employees. This agreement shall be effective and binding upon the parties hereto for the activity indicated. The parties hereto acknowledge having read and understood this agreement.

Participant Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Guardian of Participant (if under 18) \_\_\_\_\_ Date \_\_\_\_\_

**MAIL TO: CARPENTER RECREATION CENTER, 11151 COLORADO BLVD., THORNTON, 80233**