



BRISBANE PARKS & RECREATION DEPARTMENT REGISTRATION POLICIES & PROCEDURES

50 Park Place, Brisbane, CA 94005 | 415.508.2140 | www.brisbaneca.org

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< K TO REGISTER

ONLINE
To register by credit card using our Online system, please visit www.brisbaneca.org and click on the "Class Sign Up" link at the bottom of the page, then follow the instructions. The registration system will prompt you to click the box acknowledging your understanding of our Waiver, Release and Assumption of Risk policy prior to the completion of your registration. (If you are enrolling someone for the first time in one of our childcare programs, you will be asked to complete additional supplemental forms.)

WALK IN
You may register in person at the Parks & Recreation office at City Hall, located at 50 Park Place. We require a registration form and completion of our Waiver, Release and Assumption of Risk policy on an annual basis. If you do not have a form on file, you will be asked to submit one before your registration can be processed.

FA
You may download a registration form directly from our website at www.brisbaneca.org. Please fax your form with credit card information to: 415-4 -49 9. Forms submitted without payment will not be processed. Registrations will be processed in the order in which they are received and your confirmation of enrollment will be mailed/emailed.

MAIL IN
You may download a registration form directly from our website at www.brisbaneca.org. Please mail your form with payment to: Brisbane Parks & Recreation, 50 Park Place, Brisbane CA 94005. Forms submitted without payment will not be processed. Registrations will be processed in the order in which they are received and your confirmation of enrollment will be mailed/emailed.

DROP IN
This is only applicable to classes and programs with a drop in option. If you plan to attend one of our drop in classes, please be advised that you will be asked to provide payment and sign our Waiver, Release and Assumption of Risk policy every time, prior to participation.

PLEASE NOTE: WE DO **NOT** ACCEPT ANY RE ISTRATIONS O ER THE PHONE.