

YOU'VE ASKED FOR IT, NOW WE'VE GOT IT!

The Oak Park Recreation Program Guide is Back!



5 Ways to Register for Recreation Programs

ONLINE REGISTRATION

Register online for activities by clicking on the "Click Here to Register" button on the Recreation Department's page of the City's website, at www.OakParkMI.gov. Or, go directly to the online registration page at <http://bitly.com/OPRegisterOnline>.

When registering online, follow these easy steps:

1. Visit <http://bitly.com/OPRegisterOnline>.
2. Enter the required information to generate your customer identification and password.
3. Click on the activities you want to register for.
4. Pay with a credit card, print your receipt, and receive an instant email confirmation of your purchase.

MAIL-IN REGISTRATION

A mail-in registration is available for most activities, except when athletic contracts are required for registration. For athletic contracts, register in person. To register via mail:

1. Complete the Recreation Registration Form, see form on adjacent page.
2. Include check or money order payable to the City of Oak Park. Do not include cash or credit card numbers.
3. When a birth certificate is required for registration, a copy of the birth certificate can be mailed or the original can be delivered in-person to the Recreation Department.

IN-PERSON REGISTRATION

Register in-person during regularly scheduled business hours. The Recreation Department is located in the City's Community Center at **14300 Oak Park Blvd., Oak Park**. The Department is open Monday through Thursday from 9 a.m. to 1 p.m. and 2 to 5 p.m., and Friday from 8 a.m. to 4 p.m. We are open on the following Fridays: Jan. 13 and 27; Feb. 10 and 24; and March 10 and 24.

AFTER HOURS DROP BOX REGISTRATION

How to register via drop box:

1. Complete the Recreation Registration Form, see form on adjacent page.
2. Include check or money order payable to the City of Oak Park. Do not include cash or credit card numbers.
3. Drop in secure drop box, located next to the Recreation office.

BY PHONE

Register by phone with a credit card (American Express®, Visa®, MasterCard® or Discover®) by calling (248) 691-7555.

Classes are filled on a first-come, first-serve basis. Register early! Refund and return policies apply.

OAK PARK RECREATION DEPARTMENT

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RECREATION DEPARTMENT
CITY OF OAK PARK
14300 Oak Park Blvd.
Oak Park, MI 48237

(248) 691-7555
www.OakParkMI.gov

Hours:
Monday-Thursday
9 a.m.-1 p.m. and 2-5 p.m.
Every Other Friday
8 a.m.-4 p.m.

THE MISSION OF THE RECREATION DEPARTMENT IS TO ENRICH THE QUALITY OF LIFE FOR OUR DIVERSE COMMUNITY WHILE ESTABLISHING A HIGH STANDARD OF EXCELLENCE IN OUR PROGRAM, ACTIVITIES, PARKS AND SERVICES.

FOLLOW US ON:



@CityOfOak Park

PAYMENT METHODS

We accept checks or money orders made payable to the City of Oak Park, cash paid in-person, and the following credit cards:

American Express®, Discover®, MasterCard®, or Visa®

Registration Form



OAK PARK RECREATION DEPARTMENT PROGRAM REGISTRATION FORM

14300 Oak Park Blvd., Oak Park, MI 48237 | (248) 691-7555 | www.OakParkMI.gov

Head of Household's Name _____ Phone _____

Address _____ Email _____

Payment Method Cash Check Visa MasterCard Discover American Express

Credit Card No. _____ Exp. Date _____ CSV Code _____

Card Holder Name _____ Authorized Signature _____

Participant's First Name	Participant's Last Name	Birth Date	Program Name	Class No.	Start Date

NON-RESIDENT REGISTRATION

Non-residents of Oak Park are welcome to participate. There will be an additional \$5 non-resident charge, unless otherwise indicated. Some programs and camps have a slightly higher fee. Please contact the Recreation Department to confirm the non-resident registration charge.

REFUND POLICY

A full refund will be processed if the activity is canceled by the Oak Park Recreation Department, or if the program is full. Refunds must be requested in person. Bring your original receipt. Refunds will only be granted for cancellation of class if requested before the second class or practice. Class refunds are not prorated should you miss a portion of the class for any reason. A \$5 service fee will be accessed for all refund requests. Refunds may take up to four weeks to process.

RETURNED CHECK POLICY

There will be an additional charge determined by the Finance Department for all checks returned due to non-sufficient funds and the check writer will no longer be able to pay by check for Recreation Department programs in the future.