

Registration Guidelines

Registration will only be accepted from participants who live or work in the City of Auburn during the first two weeks registration August 10 -21. All others may register during the remaining registration period as space allows.

Registration will be held weekdays from 8 a.m. – 5 p.m. at the Harris Center, beginning Monday, August 10. Registration is in person at the Harris Center, 425 Perry Street Monday – Friday, 8 a.m. – 5 p.m. Some programs registration will be online check program listing, you may also mail in you registration through the postal mail. Registration ends at the Harris Center on Thursday, August 27, at 5 p.m. after this date the participant must register with the instructor.

The Auburn Parks and Recreation Department Administrative offices are located in the Harris Center at 425 Perry Street and are open Monday - Friday, 8 a.m. until 5 p.m.

REGISTRATION: Registration is required for all programs. Unless otherwise noted, registration will be taken Monday - Friday, 8 a.m. - 5 p.m. at the Harris Center. Your early registration makes a difference, as all programs have a minimum participation requirement. Registration is accepted on a first come, first served basis. After a class has reached capacity, names will be placed on a waiting list. Please stop by the Harris Center, Monday-Friday, 8 a.m. - 5 p.m. to register. Contact us at (334) 501-2930 for questions or more information.

PHOTOS: City of Auburn staff will periodically take photos of program participants and park visitors. These photos may be used in our publications, including seasonal program guides, facility brochures, advertisements and on our website. If you do not wish to have your photo taken, please notify the photographer at that time.

WAIVER AND RELEASE: All participants in programs conducted by the City of Auburn Parks and Recreation Department are required to sign a liability/waiver release form. Participants under the age of 19 will be required to have a parent/guardian sign for them.

FEES: Classes with fees paid to the CITY OF AUBURN or AUBURN ADVISORY BOARD must be paid at the time of registration. Participants for classes paid to the INSTRUCTOR must be paid at the first class meeting.

REFUNDS: Refunds will be given only when a participant cancels from an activity before the first class or tryout day. The Administrative Office must be notified in order to receive a refund. If registration does not secure the minimum number required for a class to be held, the class will be canceled and a refund mailed. To receive a refund where the fee is payable to the instructor, you must notify the instructor for that class.

CEMETERIES: Auburn Parks and Recreation is responsible for Memorial Park, Westview, Pine Hill, and Town Creek Cemeteries. To purchase bronze markers or lots, arrange for burial or for more information, please pick up the cemetery brochure or contact the Harris Center at (334) 501-2930.

PICNIC FACILITIES: Picnic facilities at Duck Samford, Kiesel, Town Creek, Bowden, Sam Harris, Martin Luther King and Felton Little Parks are available for reservations. To reserve a park, contact the Harris Center at (334) 501-2930.

RENT-A-FACILITY: City of Auburn Parks and Recreation facilities and parks are

available to the public for rental. Rental fees vary depending on the amount of space, equipment, and type of facility needed. For more information on City facilities, please visit auburnalabama.org/parks or refer to our Parks and Recreation Guide, available at the Harris Center. To schedule a tour of the historic Nunn Winston House and service building at Kiesel Park, contact Auburn Parks and Recreation at (334) 501-2930.

NOTES: Participants in all Auburn Parks and Recreation programs must be toilet trained. If participants are not picked up on time from programs, a late fee will be assessed.

SERVICE FEES: A \$30 service fee will be charged on all checks returned by the bank.

ACCOMMODATIONS: In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Auburn, Alabama does not discriminate on the basis of disability in its services, programs, or activities. Upon request, qualified individuals with disabilities will be provided with reasonable accommodations. To ensure effectiveness of the accommodations, the City requests that the Administrative offices of the Parks and Recreation Department be notified of the need at least 48 hours prior to the program, event, or activity. Please refer to the back of this brochure for a complete listing of all facilities and parks. You may also refer to the Parks and Recreation Guide, available at the Harris Center, for a map and detailed information about each individual park and facility.

Please visit auburnalabama.org/government/ada for additional information.

