

# REGISTRATION INFORMATION

## WALK IN, MAIL or FAX

**Register at the Costick Center:** 28600 West Eleven Mile Road, Farmington Hills, MI 48336 (between Middlebelt and Inkster Roads).  
**Office Hours:** 8:30 am to 4:30 pm Monday through Friday and Wednesdays until 7 pm, for registration by cash, check, Visa or MasterCard.  
**PHONE 248-473-1800 FAX 248-473-1801**

## REGISTER ONLINE: <https://recreg.fhgov.com>

Online registration is available for most of our programs and classes. In order to register online you must know your Household Number. If you have been in a Farmington Hills Special Services activity before, your Household Number can be located on a past receipt from our department. If you are a new user, don't know your Household Number, or if you need to make changes to your household (add family members, change your address, etc.), you may email us at: [CostickCenter@fhgov.com](mailto:CostickCenter@fhgov.com)

## REGISTRATION FORM

(Form not used for Ice Arena Programs)

**AFTER HOURS:** Walk-in registration after hours drop box is also available. When entering Door A, the drop box is located on the wall around the corner to the left of the Registration counter. Print all information on registration form, be sure to include phone number with area code and program number for each class requested, along with check for correct amount or Visa or MasterCard account number and expiration date.

### REFUND POLICY

#### PROGRAM REFUND AND TRANSFER POLICY

- All refund/transfer requests will be charged a \$10 administrative fee and will only be granted prior to the second day of class. Requests will be granted if it does not result in a drop below minimum enrollment.
- Refund requests at least 3 business days prior to the start of a program will receive full refund less administrative fee.
- Less than 3 business days prior to the start of the program, refund will be 50% of registration less administrative fee.
- Transfer requests made at least 3 business days prior to the start of a program will be charged a \$5 transfer fee. Less than 3 business days prior to the start of a program, a \$10 transfer fee will be charged. Transfer requests after the first day will incur a \$10 transfer fee, in addition to a charge for the first day.
- If a program fee is \$10 or less, no refund or transfer will be issued unless program is canceled by the City of Farmington Hills.

#### CAMP & TOUR REFUND AND TRANSFER POLICY

- All refund requests will be charged a \$10 administrative fee and will only be granted prior to the second day of camp.
- Refund requests at least 2 weeks prior to the start of camp will receive full refund less administrative fee.
- Less than 2 weeks prior to the start of camp and prior to the start of the second day, refund will be 50% of registration less administrative fee.
- A \$5 transfer fee will be charged for each transfer prior to the start of camp. After first day of camp, a \$10 transfer fee will be charged, in addition to a charge for the first day.

#### YOUTH CENTER FIELD TRIPS POLICY

- Refunds will be given only if a field trip is canceled. All efforts are made to reschedule canceled field trips. If field trip is missed due to absence, no credit will be issued and transfers are not permitted.

*\*For purchases made by credit card, please allow four business days for a credit card refund.*

*For purchases made by cash or check, please allow three to four weeks for a check refund.*

#### HOUSEHOLD/PRIMARY ADULT CONTACT:

Resident  Non-resident

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ Emergency Phone: ( ) \_\_\_\_\_

Last Name	First Name	DOB	Grade	Gender	Class #	Activity Name	Fee

AmEx  Visa  Discover  MasterCard Expiration Date: Mo \_\_\_\_\_ Year \_\_\_\_\_

Card Number: \_\_\_\_\_

Authorization Code: \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Release & Indemnification** -- By signing below and submitting this registration, I hereby hold harmless and release and agree to indemnify and not to sue the City of Farmington Hills and its employees and instructors with respect to any and all liability, claims, losses, demands, suits, causes of action, and damages on account of injury or death to me or any other person or damage or loss to any property, whether caused by any negligent, grossly negligent or tortious act or omission of the City of Farmington Hills or its employees or instructors or otherwise, in connection with the events, activities, programs and classes identified above, or the use of any facility or equipment in connection with same.

**Photo/Video Authorization** -- By signing below and submitting this registration, I hereby give my consent for the City of Farmington Hills to use, without compensation to me or anyone else, photographs and video and audio recordings of myself and my minor children, if any, participating in the events, activities, programs and classes identified above in future City of Farmington Hills community brochures, newsletters, flyers, advertising, City-sponsored website postings, and local cable channel programming.

Date: \_\_\_\_\_ Participant's Signature: \_\_\_\_\_ (Guardian signature for minors)

**Make checks payable to the City of Farmington Hills and mail to: REGISTRATION, Farmington Hills Special Services, 28600 W. Eleven Mile Road, Farmington Hills, MI 48336. CHECK OR MONEY ORDER MUST EQUAL EXACT AMOUNT OF THIS REGISTRATION.**



The City of Farmington Hills welcomes individuals with disabilities into programs. Please describe any accommodations needed for successful inclusion in the program(s). \_\_\_\_\_

#### HOW DID YOU HEAR ABOUT US? (Check all that apply)

- Brochure     Radio     Email     Newspaper     Flyer     Poster     Electronic Sign  
 School     Website     Cable     Friend     Other \_\_\_\_\_