

ACCESS LEISURE REGISTRATION POLICIES:

1. *Now accepting checks, money orders, Visa & Mastercard or ATM with Visa Logo.*
2. Please **COMPLETELY** fill out registration forms and print **CLEARLY**. One per participant required
3. Registrations must be received five days prior to the event date.
4. Be aware that mailing in registrations does *not* guarantee acceptance into the program.
5. Individuals whose checks bounce will be responsible for the amount of the check plus associated bank fees.
6. If you are a rider of ParaTransit and you have a pick-up time later than thirty minutes after the scheduled end of the program, we ask you to find an alternative means home.
7. We are unable to administer medication during program hours. Participants must be able to take own meds or have an attendant provided to assist them.
8. Events costing \$10 or more, personal assistants will need to cover the program fees.
9. Refund Policy: Full Refund 72 hours prior to the event; 50% within 72 hours; No refunds day of and after event.
- 10 Any checks written less than 30 days in advance of the event, may delay refunds.

If you have questions call Philip Sinclair at 916-808-6045.

Please read this as Access Leisure registration process has changed as of January 1, 2011.

Access Leisure Registration Policies have changed.

We are changing our registration policy for the safety of our staff and the people who attend our programs. Beginning January 1, 2011, we will no longer be accepting on-site registrations on the day of the program at the program site. Absolutely **NO** cash, checks or money orders will be accepted at program site on the day of the event. You must pre-register for all programs. Any questions and concerns about this policy, please contact Phil Sinclair at 916-808-6045 or email me at psinclair@cityofsacramento.org. *Now accepting checks, money orders, Visa & Mastercard or ATM with Visa Logo*

NEW MAILING ADDRESS FOR ALL REGISTRATIONS

Registration forms for Access Leisure must be mail to:

Coloma Community Center

Attn: Access Leisure—Phil Sinclair

4623 T Street,

Sacramento, CA. 95819

Or faxed to: Attn to Phil Sinclair 916-454-3956

If you wish to register in person for our programs, there are 5 locations.

Call for hours as they vary.

1. Coloma Community Center, 4623 T Street, Sacramento, CA. 95819; 916-808-6060
2. Pannell Community Center, 2450 Meadowview Road, Sacramento, CA. 95832; 916-808-6680
3. Natomas Community Center, 2921 Truxel Road, Sacramento, CA. 95833; 916-808-1571

You may also register online for our programs at: <http://www.cityofsacramento.org/parksandrecreation/> and use the free online registration.

WWW.ACCESSLEISURESAC.ORG



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