

CLASS, LUNCHEON, TRIP REGISTRATIONS

- **Mail In:** Use the registration form on the reverse side (or facsimile) provided with each newsletter. Mail with a **separate check for each event** payable to "City of Rocky River" (unless otherwise noted) to Rocky River Senior Center, 21014 Hilliard Blvd., Rocky River, OH 44116. Please include a **self-addressed, stamped envelope** for each Luncheon and Day Trip registration, *this is not necessary for classes*.
- **In Person:** Walk-in registrations may be made Monday– Friday, 8:30-4:30 p.m. at Rocky River Senior Center.
- **By Phone:** VISA, MasterCard and Discover charges may be made by phone. Call **440-333-6660** during normal business hours; please have card number and expiration date ready.
- **Late Registration:** Accepted if space is available. A **\$3 late fee** may be assessed after the registration deadline. Fees cannot be pro-rated.
- **Confirmations:** For classes, assume you are registered. You will be notified **only** if a class is filled or canceled. Trips and Lunches are confirmed by mail. Please include a **self-addressed, stamped envelope (SASE)** for lunches and tours for confirmation.
- **Cancelations/Refunds:** All programs are subject to change in location, date, time, and/or personnel. Every effort will be made to notify participants of date changes. The Senior Center reserves the right to terminate a class at less than the scheduled number of dates. Any class may be canceled because of insufficient enrollment. Efforts will be made to re-schedule classes canceled due to weather conditions or illness of instructor. Refunds will be made if a class is filled or canceled. Allow 4 weeks to receive refund check in the mail. Inability to attend a class is the participant's responsibility. Refunds will **not** be made because of illness or non-attendance. Registrations are non-transferable. A \$5 processing fee may be charged for cancelations. Trip refunds are given if a replacement is found from the stand-by list. A \$5 fee may be charged for these cancelations as well.
- **Resident Policy:** To qualify as a resident, the participant must reside in the City of Rocky River. If you register a friend, proof of their residency may be requested. Non-residents may pay an additional fee. *The Rocky River Senior Center is uniquely funded in that it receives tax dollars from residential property tax. Non-residents are welcome at the center; we appreciate your understanding the purpose of the non-resident fee differential when applied.*
- **Fees:** An additional fee may be required for supplies or textbooks for some classes.
- **Wendt Overnight Tours:** Wendt Touring has a separate registration form for the overnight trips. These are available online or at the front desk.



For programs offered in the auditorium, you may now select your own seats, *if you desire*. A copy of the seating chart is available on the city website under the Senior Center Department, or you may view a copy at the front desk. You may purchase your tickets at the desk, or if you don't have a seating preference, we will select your seats and mail the tickets to you. The tickets will be mailed out about one week prior to the performance. Please note, that due to the ability to select seats, if you wish to sit with friends, the tickets should be purchased together. We cannot guarantee seats in the same row if the tickets are purchased separately. Tickets are sold on a first come, first serve basis.

The City of Rocky River, The Senior Center, and their representatives assume no liability. Participants are requested to consult with their physician and assume responsibility for any injury, illness or accident that may be sustained while participating in activities and events sponsored by the Senior Center.

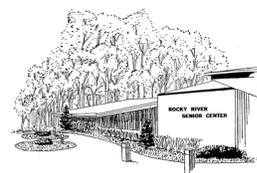
REGISTRATION & RELEASE FORM (For ALL activities and day trips)

ACTIVITY _____ email _____
DATE of Activity _____ TIME of Activity _____ COST of Activity _____
Name (s) _____ Phone _____
Address _____ City _____ Zip _____
Travel Companion, Menu Selection _____ Seat # _____
Emergency Contact _____ Emergency Phone # _____
Amount Paid _____ () MasterCard () VISA () Discover () Cash () Check payable to "City of Rocky River"
Credit Card Number Mail Orders Only: _____
Expiration Date _____ Signature on credit card _____
RELEASE: I hereby release the City of Rocky River, the Office on Aging-Senior Center, and their representatives from any liability. I have been requested by the Office on Aging-Senior Center to consult with my physician and I specifically assume the responsibility for any injury, illness or accident that may be sustained while participating in the above activity/event.
Signature _____ Date ____ / ____ / ____

ACTIVITY _____ email _____
DATE of Activity _____ TIME of Activity _____ COST of Activity _____
Name (s) _____ Phone _____
Address _____ City _____ Zip _____
Travel Companion, Menu Selection _____ Seat # _____
Emergency Contact _____ Emergency Phone # _____
Amount Paid _____ () MasterCard () VISA () Discover () Cash () Check payable to "City of Rocky River"
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Signature _____ Date ____ / ____ / ____

The Quill

Seniors' Newsletter
A RRSC Monthly Publication



If you would like to receive **THE QUILL** newsletter each month, please send a \$15 check, payable to the City of Rocky River, and this completed form to: Rocky River Senior Center, 21014 Hilliard Blvd., Rocky River, Ohio 44116

NAME _____ MONTH/DAY OF BIRTH _____
ADDRESS _____ CITY _____
ZIP _____ PHONE _____ EMAIL _____