

Four Easy Ways to Register!

1 RecXpress Online Registration

Online registration is available beginning on April 23 at www.ci.hillsboro.or.us/ParksRec. Whether you are a new or returning customer, please contact us to request your login information. You may contact us by phone at 503-681-6120 or come into any of our facilities during business hours to obtain your "Account I.D." and PIN. If you have ever registered for a program with the Hillsboro Parks and Recreation Department, you already have an account with us, but will need this information to register. If you have never registered for one of our programs, then your account will need to be set up by one of our staff. With our online registration program, you will be able to view your account, browse our wide array of programs and classes, and register 24 hours a day, 7 days a week. Payment method is by Visa, MasterCard or Discover.

2 Walk-in Registration

Walk-in registration will begin for all summer programs on April 23 at the following locations:

SHARC (Shute Park Aquatic & Recreation Center)

(953 SE Maple St.)
Monday – Friday, 5:30 am – 9:30 pm
Saturday, 7:00 am – 8:00 pm
Sunday, 8:00 am – 7:00 pm

Glenn & Viola Walters Cultural Arts Center

(527 E. Main St.)
Monday – Thursday, 9:00 am – 9:00 pm,
Friday, 9:00 am – 6:00 pm
Saturday, 10:00 am – 4:00 pm

Hillsboro Parks & Recreation Office

(4400 NW 229th Ave.)
Monday – Friday, 8:00 am – 5:00 pm

3 Phone-in Registration

Phone-in registration for winter/spring programs begins on April 23 and can be taken weekdays from 8:30 am – 4:30 pm Register by calling **503-681-5397**. If all lines are busy, please defer your call to a later time if possible. Payment method is by Visa, MasterCard or Discover. Have all registration information ready when you call. Register for your immediate family ONLY. One family per phone call.

4 Mail-in Registration

Mail-in registration must be received at least seven working days prior to the first day of class. Please confirm registration by phone prior to the start of the class by calling 503-681-6120 for Recreation programs and 503-681-6127 for Aquatic programs. Mail registration form to Parks and Recreation, 4400 NW 229th Avenue, Hillsboro, OR 97124. Please do not send cash in the mail. **Make checks payable to: City of Hillsboro.** You will only be notified by phone if a class is full or canceled. **Fee for programs must be paid at the time of registration.**

Fee/Cancellation/Refund Policy

All Fee will be collected during registration. Cash, check and Visa, MasterCard or Discover are accepted. **Resident is defined as any individual living within the city limits of Hillsboro.** All classes have a minimum enrollment and may be cancelled as early as 10 days before the class starts if the minimum enrollment is not met. Full refunds or credits will be given when a class cancels or is postponed. When a recreation class refund is requested by the participant, the refund will be prorated from the date of the request; a service charge of \$5.00 will apply. **No refunds or credits will be given after a swim lesson has begun.** Please allow up to 4 weeks to receive a refund. No cash refunds.

Wait Lists

If a class is filled before we receive your registration, we will inform you and suggest your name be added to a wait list. If openings become available, we will fill the class from names on the wait list. 48 hours after notification, if we have not received your registration your place in the class will be forfeit and the next person on the wait list will be notified.



Registration Form

Participant Information (please print)

Mail to: Hillsboro Parks & Recreation, 4400 NW 229th Ave., Hillsboro, OR 97124

Main Contact(18 years & older): _____ Home
Phone: _____

Work Phone(Father): _____ Work Phone(Mother): _____ Other Phone: _____

Address: _____ City: _____ Zip: _____

Emails: _____ Hillsboro City Resident: ___ Yes ___ No

Emergency Contact (Other than Parent)

Name _____ Relationship _____ Phone _____
First Last

Participant Name	Birth Date	Grade	Course Title	Course #	Fee

Are there any special needs including allergies that our instructors should be aware of?

Photography Permission

The City of Hillsboro Parks & Recreation staff may take photos of participants enrolled in recreation and aquatics programs, classes and events. Please be aware that these photos are property of the City of Hillsboro and may be used in future catalogs, brochures, flyers or other promotional materials without prior consent or expectation of compensation.

Yes No **Parent/Guardian Initials** _____

Participant Waiver

The City of Hillsboro is providing parks and recreation services to the named participant. As part of the payment for these services, the participant assumes all risks of personal injury, death and property damage resulting from the provision of these services by the City of Hillsboro and its agents. Participant releases Hillsboro and its agents from any liability to the participant for personal injury, death, or property damage arising out of the provision of these services to the participant by the City and its agents. The City does not provide insurance coverage to the participant for this activity.

Parent/Guardian Signature

Printed Name Parent/Guardian

Date