Registration/Reservation Information

Program Registration Begins
Monday, December 5, 2011

RESIDENTS AND NON-RESIDENTS MAY REGISTER AT VILLAGE HALL.
OFFICE HOURS ARE MONDAY—FRIDAY FROM 8:00 A.M.— 4:30 P.M.

1. Proof of residency must be shown at resident registration.
2. Registration is on a first come, first served basis until the maximum number of participants is reached.
3. Registration for a program will only be complete upon payment for the class. No registration will be held without payment.
4. Children age 17 and under must have a signed permission slip from a parent to register for and to participate in an activity.

MAIL-IN REGISTRATIONS

Mail completed form along with payment to:
Elm Grove Recreation Department
13600 Juneau Blvd.
Elm Grove, WI 53122

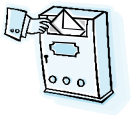
- Checks will be refunded if the class is full. All fees must be paid at the time of registration. Make checks payable to the Elm Grove Recreation Department.
- For your convenience in mail-in registration, please use the form included in this booklet.

PAYMENT METHODS:

Cash, Check, or Credit Card
(no American Express)

24 HOUR DROP BOX

Simply drop off your registration in the convenient drop box located next to the main Village Hall entrance.



OFFICE DROP OFF

Prior to December 5, 2011 Registration
You may drop off your registration and it will be placed with the other completed registration forms until processed after the in-person registration forms on December 5.
After Monday, December 5, 2011
You may drop off your registration and it will be processed on a first-come, first-served basis.

ONLINE REGISTRATION

1. **Go to the Village web site at www.elmgrovewi.org and click the link to register online** or go to www.activityreg.com, click on WI, and click on Elm Grove Recreation Department.
2. Click on register
3. Choose the activities in which you would like to enroll.
4. Check-out by paying with credit card

PHONE-IN

Call the Village Hall at (262) 782-6700

RESERVATION INFORMATION

2012 reservations for picnic or pool rentals are made on a first-come, first-served basis and may be made as early as January 3, 2012.

PICNIC AREAS

Two picnic areas for families or groups are available to be reserved in the park by Village residents or businesses of Elm Grove. A non-refundable fee is required for each area being reserved. Area #1 is the Gazebo area by the pool with a rental fee of $105 for up to 75 people and $165 for up to 150 people. Area #2 is the picnic area with a small gazebo located on the south end of the park and includes a barbecue grill with a rental fee of $50 up to a maximum of 50 people. Reservations are taken on a first-come, first-served basis at Village Hall. An application for beer and wine cooler permits must be filled out if either will be consumed in the park.

POOL RENTAL

NEW!

The pool is available for private pool parties Tuesday, Thursday, & Saturday evenings from 6:30 to 9:30 pm June 2nd - Sept. 1st. The pool will also be available two Wednesdays in July and in August. Reservations must be made at the Village Hall. The Pool Rental Fee is $250 for residents and $375 for non-residents, 150 persons maximum. Reservations are made on a first-come first-serve basis. **Reservations for non-residents will begin May 1st.**

Village of Elm Grove Recreation Department Registration Form

Please Print Clearly

*Receive up-to-date Recreation Dept. information.

Name (Last, First) _____ *E-mail address _____

Address _____ City _____ Zip _____ Home Phone _____ Work _____ Cell _____

Emergency Contact Name _____ Relation _____ Home Phone _____ Work _____ Cell _____

I hereby permit those members of my family listed below to participate in the named activity. Also, I understand there is no accident insurance available. Further, I am familiar with the Recreation Department rules and policies concerning this activity.

Signature _____ Date _____

Name of Participant **First** **Last**	Date of Birth	Grade	Activity	Class Number	Class Level	Dates	Session	Time	Fee

I need a reasonable modification due to disability to enjoy the programs? **Circle one:** Yes No If yes, which participant? _____

You only need to write each child's date of birth and grade once.

Total Fees _____

Please make checks payable to the Village of Elm Grove.

Elm Grove Recreation Department, 13600 Juneau Blvd., Elm Grove, WI 53122