

REGISTRATION INFORMATION

ONLINE: KirklandParks.net

When enrolling online, print your receipt when prompted.

WALK-IN

North Kirkland Community Center

12421 103rd Ave NE
425.587.3350

Peter Kirk Community Center

352 Kirkland Ave.
425.587.3360

PHONE-IN

Please have class number and credit card information ready!

**Monday-Friday
12-4:00pm
425.587.3336**

This number is for registration only. For questions or more information, please call one of the locations listed to the left.

MAIL IN

Send form & payment to:
**123 Fifth Avenue
Kirkland, WA 98033**

FAX-IN

Fax form with credit card payment to:
**425.587.3303
425.587.3354**

Peter Kirk Comm. Center Special Events

- Unless otherwise noted, special event tickets will be available until 5:00pm seven working days prior to the event (no tickets will be sold the day of the event).
- Special event tickets are not refundable.

Resident and Non-Resident Fee Structure

- Registrants with a Kirkland postal address are considered Residents. Non-Residents who work within the City limits are eligible for the resident rate.

Registration Information

- Registration is first come, first served. Online registration is your best opportunity for getting into the program of your choice!
- If mailing or faxing your registration, please put down an alternative in case your first choice class is full.
- Call our offices if you do not receive a confirmation within 7 days of mailing/faxing your request.

Registration Form To right on page 11

Keep up on your Parks Classes and Programs Stay Informed.

- 1 Receive an email alert when the latest and greatest **Kirkland Recreation Brochure** is available online.
- 2 Get the new **Sports & Fitness Quarterly** newsletter with the latest Sports & Fitness opportunities, programs, and details.



New Cultural Information can also be accessed using email alerts:

- 3 Plug into the latest events, arts news, and cultural happenings in Kirkland by joining the Kirkland CACHET (Collaboration of Arts, Culture, Heritage, Education, and Theatre) mailing list.

To receive any of these convenient email alerts, just go to the City of Kirkland website www.ci.kirkland.wa.us/home.htm. Click on the alert button on right side, and then choose which email alerts you'd like to receive.

Kirkland E-Mail Alerts



Facility Information

Parks & Community Services Office

505 Market St, Suite A, Kirkland, WA 425.587.3300
Hours: Monday-Friday, 8am-4pm

North Kirkland Community Center (NKCC)

12421 103rd Ave NE, Kirkland, WA 425.587.3350

Peter Kirk Community Center (PKCC)

352 Kirkland Ave, Kirkland, WA 425.587.3360

Parks Maintenance & Operation Office

1129 8th St, Kirkland, WA 425.587.3340
Hours: Monday-Friday, 6:30am-3:30pm

Recreation Hot Line 425.587.3335



Spring and Summer 2011 Class Registration Form

Mail To: Kirkland Parks & Community Services
123 Fifth Avenue, Kirkland, WA 98033
Phone: 425.587.3300
or Fax to: 425.587.3303

Adult Name (Last)		(First)	(M.I.)
Address		City	Zip
Day Phone	Evening Phone	Emergency Contact Name / Phone #	
Email address (Required to register online)		<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	Are you over 50? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please Note: <input type="checkbox"/> If you are claiming Resident Fees for working in City Limits you must provide Employee Name, Company Name & Address			
Employee Name:		Company Name & Address:	

Activity Title	Activity #	Fee	Participant Name		Child Date of Birth	M/F	Alternative Choice
			First	Last			
		\$	Total				

Hold Harmless Agreement

Indemnification. In consideration for myself and/or my child being allowed to participate in the subject activity, for myself, my heirs and personal representatives, to the extent allowed by law, I hereby waive and release all claims for damages I or my child now or may hereafter have against the City of Kirkland and their agents for any injuries and damages suffered in connection with my or my child's participation. I further agree to defend, indemnify and hold harmless the City of Kirkland and their agents for any injury and damages suffered in connection with my or my child's participation. I further agree to defend, indemnify and hold harmless the City of Kirkland and their agents from all claims for injury or death, or for loss or damage to property, filed by anyone against the City of Kirkland and their agents which arises out of my or my child's participation, except for injury or damage caused by the sole negligence of the City of Kirkland and their agents. I, the undersigned participant and/or parent or guardian of the minor participant, give my permission to have photos/video tapes taken, without recompense, during activities and used for publicity purposes.

Signature: _____ Date: _____

Signature of Parent Guardian Participant

Please make checks payable to:
City of Kirkland

OR Credit Card Information:



Card # _____

Exp. Date _____

Signature _____

Parks & Recreation Refund / Credit Policy

- Refund/credits are granted if request is made at least five (5) business days prior to the start of class, less a \$10.00 administrative fee. Fee applies to each class withdrawn. Please Note: Classes paid for by check or cash will be refunded by check and must be in amounts greater than \$10.00 (balances under \$10.00 will be held for one calendar year). Refunds to credit cards will be made for face amount of the credit and will be processed at the end of the class session.
- 100% Refund if class cancelled by Parks and Recreation.
- Class withdrawal requested less than five (5) business days prior to the start of class will result in a credit/refund of 50% of the registration fee, less a \$10.00 administrative fee. Fee applies to each class withdrawn.
- No refunds for classes costing less than \$10.00.
- No refunds/credits will be issued on or after the first day of class.
- Transfers must be requested five (5) business days prior to the start of class (except swim class notification of new level by swim instructor.)

Online registrants please note: Parks and Recreation staff must process transfers. Online enrollments resulting in withdrawals are subject to withdrawal policies listed above. You can print your receipt when prompted to do so at end of registration process.