



VILLAGE OF ALLOUEZ REGISTRATION INFORMATION

Parks and Recreation Department · 1900 Libal St. · Allouez, WI 54301

How do I register for a program? We offer the following methods of registrations: On-line, Mail-In, Drop-Box and Office Walk-In. Registrations are accepted on a first come, first serve basis. If a program has reached its maximum enrollment, we will automatically put you on a waiting list and will notify you of your status.

Fees: All fees must be PAID IN FULL by cash, check, debit or credit card (Visa, MasterCard, or Discover) at the time of registration. Registrations will not be accepted if appropriate fee is not paid.

Residency: A resident is defined as any individual who lives in the Village of Allouez. A non-resident is defined as any individual that resides outside the Village of Allouez limits. Non-resident fees vary for programs.

Refund Policy: Full program and event refunds will only be provided for the following reasons:

- Program or Event cancelled. (See below.)
- Refund is requested prior to program/event deadline. (See below.)
- There is a medical excuse preventing participant from participating in program/event.

****After the program deadline or start of the event or program, no refunds will be provided.****

Some programs have their own cancellation policies (i.e. Allouez Summer Camp), please review those policies prior to registering.

Program Cancellations: Please register early! Programs will be canceled due to insufficient registrations. Notification of cancellations or schedule changes will be made as soon as possible. In the event on inclement weather, please call 448-2804 Monday-Friday – 7:30am-4:00pm. If a class is canceled for reasons other than inclement weather; staff will attempt to notify participant(s). Classes canceled due to inclement weather may not be able to be rescheduled nor a refund made.

Program Deadlines: Unless advertised, all program deadlines are one week prior to the start of the program. The deadline is used to determine if the class will run or be canceled. Registration is permitted after the deadline, provided there is room in the class or program.

Age Requirements: All participants must meet the minimum age requirement prior to or on the first day of class. The ages are set to ensure the safety and benefit of the participants as well as the program instructors.

All registrations are accepted at **Village Hall, 1900 Libal Street.**

Register **online** at <http://allouez.recdesk.com>

For your convenience, a 24-hour drop box is located at the north entrance parking lot at Village Hall.

Please call 448-2804 with any questions.