



**City of Reno - Parks and Recreation - Household Account Form**

→ Evelyn Mount Northeast Community Center - 1301 Valley Road, Reno, NV 89512 - 775-334-2262

→ Neil Road Recreation Center - 3925 Neil Road, Reno, NV 89502 - 775-689-8484

→ Administration Office - City Hall 1 East 1<sup>st</sup> Street, 11<sup>th</sup> Floor, Reno NV 89501 - 775-334-2260

**Please print clearly and list ALL members of household, including youth. Please update if customer changes occur.**

Main Contact Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_ Email Address \_\_\_\_\_

Separate Accounts needed? (example: mom, dad, grandparent)  NO  YES (specify) \_\_\_\_\_

**Others in same household...**

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_ Relationship \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_ Relationship \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_ Relationship \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_ Relationship \_\_\_\_\_



**Access For All:** We strive to provide services to people of all abilities. If you need a reasonable accommodation, please contact the Inclusion Office (775-334-2262) at least five business days prior to the start date of the program/class. Each request will be assessed in compliance with the ADA. A supplemental information packet must be filled out and returned to the Inclusion Office (1301 Valley Road).

**Additional persons (not in household) who may be called in an emergency**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**Waiver and Release**

Please read the entire contents of this document before signing as it has a significant effect on your legal rights. This document is intended to protect the City of Reno and its employees from all liability related to participation in City programs. By signing this form, you agree to pay the fees and any additional charges as described in program related materials. Payment is due at time of registration. In addition, you agree to pay a service fee of \$32 for any returned payment and if your account is unpaid and turned over to a collection agency, you agree to pay an additional charge of 20% of the principal balance for collection costs.

**Assumption of the Risk and Waiver of Liability relating to Coronavirus/COVID-19:** The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state and local governments and federal and state health organizations recommend social distancing and have, in many locations, prohibited or limited the congregation of groups of people. The City of Reno "COR" has created new protocols and put in place preventative measures to reduce the spread of COVID-19. However, COR cannot guarantee you or your child(ren) will not become infected with COVID-19. Further, attending any program may increase your or your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed, or infected by COVID-19 by attending a COR program at a COR facility, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at a COR program at a COR facility. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself including, but not limited to, personal injury, disability, and death, illness, damage, loss, claim, liability, or expense of any kind that I or my child(ren) may experience or incur in connection with my attendance or my child(ren)'s attendance at a COR program at a COR facility. On my behalf, and on behalf of my child(ren), I fully and forever release, waive, and discharge all claims, demands, damages, legal actions, causes of action, or rights of action (present or future) of any kind against COR (collectively, "the Releasee") whether the claims are known, unknown, anticipated or unanticipated, and whether caused by the Releasee's ordinary negligence, any act or omission on the part of any Releasee, or other cause arising out of mine or my child(ren)'s engaging in the activities at the Releasee's facility (or elsewhere with regard to field trips) at any time (hereinafter the "claims"). This Waiver and Release of Liability includes claims pertaining to, without limitation, any activities or supervision by Releasee resulting in potential contact with COVID-19 or other illnesses. This Release of Liability also expressly includes a release for any and all claims arising out of or under Nevada Law related to losses sustained from exposure to COVID-19.

## City of Reno - Parks and Recreation - Household Account Form (continued)

**Unconditional Waiver:** I (parent/guardian) on behalf of myself, my spouse, my parents, and my children, agree that in the event I or my child/ward sustains personal injury or property damage as a result of participation in any program offered through the City of Reno Parks and Recreation Department, that the City of Reno and its employees will not be liable for such injury or damage.

**Assumption of the Risk:** I understand that it is my responsibility to inquire about the parameters of a program's activities and to assess the ability of myself and my child/ward to safely participate in the program. I further understand that certain activities are potentially dangerous, and I assume on behalf of myself and my child/ward all risks associated with participation in any program.

**Effect:** I understand that this Waiver and Release is binding as to my family members, heirs, and executors. In case of medical emergency, accident or illness, the City of Reno staff has permission to secure medical attention as deemed necessary and staff will communicate with parent, guardian, or emergency contact.

I acknowledge that I will read and become familiar with the program policy information, and I agree to abide by the terms and requirements described therein. I further agree that if I do not understand any portion of the material, I will call the Administration Office for further explanation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### General Information

**Insurance and Liability** – The City of Reno Parks and Recreation Department does not provide hospital or medical insurance coverage or assume responsibility for injury to any participants in its programs. Participants are encouraged to obtain their own insurance coverage prior to the start of any program and to consult with a physician before participating in any strenuous activity.

**Photos** – City of Reno may take photos/video of participants in sponsored programs/parks. Photos are for City use only and may be used in promotional materials and internal communication. If you do not want yourself or your child photographed, please notify the Administration Office in writing.

**Access for All** – We welcome everyone to participate and enjoy programs/facilities regardless of race, age, color, religion, sex, sexual orientation, national origin, or disability. If you or family members require a reasonable accommodation to participate in a program, please call a minimum of **five business days** prior to the start of the program. Upon notification, efforts will be made to accommodate your request. If you have any questions or need additional information, please contact the Inclusion Services staff at 775-334-2262. Hearing impaired persons can use Nevada Relay dial 711.

**Scholarships** – A fee assistance program may be available to those who qualify based on income requirements. The Scholarship Form(s) and supporting documentation must be submitted two weeks prior to program date. Inquire at 334-2260

**Code of Conduct** – Participants must follow the City of Reno Parks and Recreation Code of Conduct; please refer to Policy and Procedure No. AD-2008.

### Payments, Refunds, Transfers and Credits

#### Payments

**Full payment** is required at the time of registration, in advance, prior to the use of programs, services or facilities. Services will not be provided to customers with delinquent accounts. Program fees are not pro-rated for unused or missed classes. For Sierra Kids, payments will not be accepted on site. We do not bill for services.

**There is a service fee** of \$32 for any returned check/payment and if the account is unpaid and turned over to a collection agency, an additional charge of 20% of the principal balance for collection costs will be charged.

**YOUTH - Sierra Kids:** Registration & Payment are required by the Wednesday preceding the week of the program. Payment will not be accepted on site. We do not bill for services.

**Program Hours** - Children are not allowed in the building before designated hours. Late pickup fees are \$1 a minute (per child) after program conclusion and payment is required within 24 hours.

#### Refunds or Credits

A Request for Refund, Transfer and Credit Form must be received by the criteria deadlines listed below.

**Customer requested refunds** will be charged an admin fee of \$10 per activity / \$30 per rental (not charged for overpayment, transfer, & class cancellation).

**Sierra Kids, Camps/Vacation Station:** Refund must be requested by the Wednesday preceding the week of program.

**NO credits or refunds** will be issued for missed, sick, suspended, Late Registration, hazardous air days or Washoe County School District SNOW days. **Recreation, Aquatic Classes and Passes:** (more than one class meeting): Must be requested before the second class/meeting. Some classes may require more advance notice. No credits, transfers or refunds will be issued for class materials.

**Workshops/Single Day Events:** Must be requested **1 week** prior to the program date. Some may require advance notice. If tickets have already been purchased there is no refund.

**Leagues:** Must be requested prior to the last date of league registration.

**YOUTH Program Information** - Below is quick reference, please see **Parent Handbook** for complete list of rules & procedures.

**A Household Account Form & Participant Information Form** must be completed prior to attending Camps & Sierra Kids.

**Ages** - 5-year-olds can attend camps if they are attending/have attended a Washoe County School District School Kindergarten. They cannot ride in City Vehicles for field trips or transportation to Vacation Station. They can attend field trips in WCSD busses.

**Parent Handbook** - Please read & enforce the City of Reno Youth Services parent handbook to ensure the health and safety of all children participating in the program. Please call the Youth Office at 334-4280 for info.

**Separate Accounts** - Adult customers may have separate household accounts for registration & payment of same participants, however only ONE PARTICIPANT INFORMATION FORM will be accepted and kept on file for each participant. If Parent/Guardians cannot agree on the names that appear on this form then only parent/guardians will be able to pick up participants and be called in an emergency.

**Sign In/Out** - Parents, guardians/authorized individuals listed on the Participant Information Form are required to escort and sign child in/out from the program daily. A picture ID will be required of all individuals picking up your child. All changes and additions to the Participant Information Form require a new form be completed by a legal guardian. Request for a one-time emergency participant pickup must be done in writing in person or FAX child's name, school/camp site, date and who will be picking up along with your signature and parent ID to the Youth Office at 321-8347. Phone changes not accepted.

**Medication** - Per NRS 392.425, City of Reno staff will not administer or distribute medication; however, please contact our Inclusion Services staff at 775-334-2262 for consultation regarding reasonable accommodations.

**Discipline Report and Policy** - In order to guarantee all children an active, positive, and safe recreational opportunity, inappropriate behavior will not be allowed. If there are behavior problems that cannot be resolved at the staff level a discipline report will be given to the parent. Examples include, but are not limited to: abusive language/inappropriate gestures, fighting/assault, disrespect of staff or property, stealing and/or other disruptive and outrageous behaviors. Any child inflicting physical harm on another child or leader will be suspended from the program immediately.

**Zero Tolerance** - If you have concerns or questions about our programs, please address staff in an appropriate and calm manner. The City of Reno has a zero-tolerance policy of work place violence, physical force, harassment, intimidation, or abuse of power or authority.