

# General Information, Notices and Policies

## General information & Customer Service

**Community Services Department Main Switchboard: 480-782-2727**

### Advance Registration Codes

Any class or activity that includes a registration code after or beneath its description, such as the example below, denotes that advance registration is required. An activity or special event without these codes signifies that it is open for drop-in participation, which may or may not also include a fee, depending on the program.

*Sample: 250TW.300 (indicates advance registration is required)*

### Cancellations of Classes/Programs and Refunds

#### ♦ City Initiated

The City reserves the right to cancel any program due to insufficient enrollment. Early registration is encouraged to help prevent course cancellation due to an apparent lack of interest. If a class or program is cancelled, you will be notified and offered an alternative choice, if available. If no alternative is available, a full refund or credit on account (your choice) will be issued within 30 days. The City also reserves the right to cancel, postpone, combine classes, change rooms, or change instructors as needed.

#### ♦ Participant Initiated

**Recreation:** If you wish to cancel your class or program enrollment, you must notify the Recreation staff at 480-782-2727 or 782-2640 or 782-2900 at least 48 hours PRIOR to the class start date for a full refund. Less than 48 hours notice results in a 50 percent refund. Refunds are not available after 50 percent of the course/class session is complete. Supply fee refunds will be pro-rated based on attendance, unless otherwise stated on the registration receipt

**Aquatics:** If you wish to cancel your Aquatics program enrollment, you must notify the Aquatics office at 782-2756 or 782-2753, at least 48 hours PRIOR to the program/session start date for a full refund. Less than 48 hours notice will result in 50 percent of the class fee refunded. After the start date of class/session, no refund is issued. This refund policy does not apply to Aquatic Certification Course. Please see page 22 for details.

### Check Return Policy

A \$25 service charge will be assessed on returned checks.

### Contacting the City - Blocked Phone Numbers

City staff often experiences difficulty returning phone calls to customers with blocked phone numbers. If you contact us and leave a message, please unblock your phone to ensure prompt service.

### Classroom Visitors

Non-registered individuals are not allowed in classrooms, either as an observer, family member or dependent, unless class description specifies otherwise. All classrooms have windows for observation.

### Customer Satisfaction Guarantee

The Parks, Aquatics and Recreation Divisions are committed to providing high-quality programs and services. If you are not satisfied, you are encouraged to share your feedback with staff (see page 5).

### E-mail Communications

By providing your e-mail address to the Parks and Recreation Divisions, you will be able to receive electronic communications that notify you of important information about Break Time availability, upcoming registration dates, changes in policies and procedures, and more.

Has your e-mail address changed? Please notify us of your new e-mail address by calling 480-782-2640, or send an e-mail to ParksAndRec@chandleraz.gov with your new address. And don't forget to adjust your spam filters to allow you to receive e-mail from the City.

### Fees: Class Fees

Class fees are paid to the "City of Chandler" when you register.

### Fees: Instructor Fees and Supply Fees

Some classes will require students to pay instructor fees and/or to purchase supplies in addition to the class fee. Instructor/supply fees should be paid directly to the instructor at the first class.

### Holidays - Spring Session

Most offices and recreation facilities of the City of Chandler will be closed (and no classes will be held) for major holidays. Spring holiday closures are:

❖ **Monday, May 31, 2010 in observance of Memorial Day\*\***

*The Tumbleweed Recreation Center and the Chandler Tennis Center at Tumbleweed Park are open on some holidays, including the ones marked above with \*\*.*

## Instructors Needed

The Chandler Recreation Division is always looking for skilled instructors who are motivated to share their expertise with people of all ages. Qualified instructors are needed for a variety of subjects, such as dance, language, arts and crafts, fitness or other educational areas. You may also submit your own ideas for classes. Our classes are taught at several community centers and recreational facilities and at various times of the day and evening. Staff will work with you to find a time and location to best fit your needs. Instructor pay starts at \$11.50 per hour and is dependent on experience. If you possess the desire and ability to teach others what someone once taught you, call 480-782-2727 to offer your services. The instructor application is also available on the Web at [www.chandleraz.gov/recreation](http://www.chandleraz.gov/recreation).

## Medical Policy for Patrons

The City of Chandler will not prohibit any individual from participating in an activity due to a medical condition or impairment, unless the condition is likely to cause injury to the individual or other participants. An individual who has been told by a medical professional that he/she has a medical condition that is likely to cause harm to him/herself or other participants is obligated to inform the City of this condition or to withdraw from the program.

## Parking

Most City facilities have convenient, plentiful and free parking. If you are visiting any of the facilities in the downtown Municipal Complex there are several parking options, including two parking garages, surface and street parking. The main Community Center, Senior Center, Library, Museum and other City offices are served by a parking structure at 100 E. Boston St. This garage is open 24 hours a day, 7 days a week. **See the map of the downtown Municipal Complex on the back cover.**

## Patrons with Disabilities

Individuals needing special accommodations are asked to notify City staff when registering. Information on accessibility for City programs or facilities is available from:

Leah Powell, ADA Coordinator	480-782-2217 or
55 N. Arizona Place, Suite 301	TDD 1-800-367-8939
Chandler, AZ 85225	

## Photos & Videos of Participants

City staff often take photographs or video of participants in our classes and at our special events. These images may be used in City publications, Web sites, Chandler Channel 11, local newspapers or other marketing materials. Please be advised that all participants involved in any department programs or special events are subject to being photographed. Such photographs may be used by the City of Chandler without an obligation to provide compensation to those photographed. By registering yourself or your children for any of the programs or activities in this magazine you agree to allow the use and publication of any photos and/or videos taken at any public program, event or facility of the City of Chandler. You can also submit photos that you have taken (of City parks, recreation classes and activities, etc.) for publication in *Break Time*. Call 480-782-2910 for details.

## Recreational Vendor Park Permits

Any business interested in using a City park as a location for delivery of a program or service is required to obtain a Recreation Vendor Park Permit. All programs and services must be conducted within posted park hours. Park policies and set participation maximums must also be adhered to. For information on permit registration and fees, call 480-782-2727.

## Scholarships

A scholarship program is available to help economically disadvantaged individuals and families improve their quality of life through leisure opportunities. Scholarships are available for most youth sports, special interest classes and swim lessons. The program is only available to Chandler residents who qualify, but does not cover supply fees, instructor fees or trip fees. Income verification is required. For more information, call 480-782-2727. *Si desea más información, favor de telefonar al Departamento de Parques y Recreación de Chandler al número 480-782-2720.*

## Subscription

Sign up for a free subscription and *Break Time* will be mailed to your home each quarter. **Go to [www.chandleraz.gov/breaktime](http://www.chandleraz.gov/breaktime) or call 480-782-2902.**

## Zip Code Change

Do you live in the **85286** zip code? Please access your account at [www.chandleraz.gov/registration](http://www.chandleraz.gov/registration) and update your address information or contact us at 480-782-2640.