

# Registration



## Online

Available only prior to class start date.

1. Go to [newportbeachca.gov/register](http://newportbeachca.gov/register)
2. Click on My Account.
3. Enter Username & Password.
4. Click on Register for Activities.
5. Sort Activities or Search for class
6. Click on Name of Activity
7. Click Enroll Now
8. Select eligible participant and Add to cart
9. Follow steps for payment.



## Mail-In or Email

**REGISTRATION FORM & PAYMENT TO:**  
**Recreation & Senior Services Dept.**  
 City of Newport Beach  
 100 Civic Center Drive  
 Newport Beach, CA 92660  
[recreation@newportbeachca.gov](mailto:recreation@newportbeachca.gov)



## Fax-In

Both pages of the registration form including your Visa, MasterCard, Discover or AmEx card number, expiration date, and security code and fax to 949-644-3155. Faxes are processed during regular business hours.



## Walk-In

**Recreation & Senior Services Dept.**  
 100 Civic Center Dr.  
 Newport Beach, CA 92660  
**Monday–Thursday:** 7:30 a.m.–5:30 p.m.  
**Friday:** 7:30 a.m.–4:30 p.m.

### Marina Park Community Center

1600 West Balboa Blvd.  
 Newport Beach, CA 92663  
**Monday–Thursday:** 7:30 a.m.–5:30 p.m.  
**Friday:** 7:30 a.m.–4:30 p.m.

### Newport Coast Community Center

6401 San Joaquin Hills Rd.  
 Newport Beach, CA 92657  
**Monday–Thursday:** 8 a.m.–8 p.m.  
**Friday:** 8 a.m.–4 p.m.  
**Saturday:** 9 a.m.–Noon

### OASIS Senior Center

801 Narcissus Ave.  
 Corona del Mar, CA 92625  
**Monday–Thursday:** 7:30 a.m.–5:30 p.m.  
**Friday:** 7:30 a.m.–4:30 p.m.

## Registration Information

- Registration is required for all programs/camps.
- Programs/camps are subject to change without notice.
- Fax and mail-in registrations are processed upon receipt of a completed and signed registration form.
- Confirmation receipts are emailed for fax and mail-in registration. Online registration receipts available under account information.
- Registration will NOT be accepted over the phone.
- Fees are not pro-rated for missed classes or late registration.
- If program/camp is full, you will be placed on a wait list. If space becomes available, City staff will contact you to collect payment and provide a 24 hour response time before moving to the next person on the list. No class petitioning permitted.

## Refund Policy

### Program Cancellation

A full refund will be granted if program is cancelled by the Recreation & Senior Services Department.

### Participant Request for Program/Camps

Unless otherwise noted, no refunds after the commencement of the second class or camp. Refunds for workshops and one or two day classes will be granted if requested five business days before class begins. Refund fees are assessed per person per activity, not per transaction. **There is a non-refundable \$5 administrative fee per class.**

## Refund Fees

### Contract Programs (Camps/Classes)

- \$10 for activities \$74 and under before activity begins
- \$20 for activities \$75 and above before activity begins
- If request is made before the second day of camp or class a refund fee equivalent to a single day will be charged unless otherwise noted.
- NO REFUNDS after commencement of second day of camp or class.
- NO REFUNDS issued for events, excursions, or material fees.

### City of Newport Beach Staffed Programs

#### Day Camps (Including Pint-Sized Campers)

- \$25 refund fee applies for withdrawals with seven days or more notice.
- \$50 refund fee applies for withdrawals with six days or less notice.
- No refunds will be issued once the registered camp session has begun.

#### Active Kids Afterschool Program

- No refunds will be issued once the program has begun.

### Refund Processing Time/Payment Type

- Check/Cash – Refunds issued within 3-4 weeks by mailed check.
- Credit Card – Refunds processed within 3-5 days.

## Participant Code of Conduct

All participants are expected to exhibit appropriate behavior at all times while participating, being a spectator, or attending any program or activity conducted or sponsored by the City of Newport Beach Recreation & Senior Services Department. The following guidelines are designed to provide safe and enjoyable activities for all participants:

- Be respectful of and to all participants and program staff.
- Take direction from program staff/supervisors.
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, other participants, or program staff/supervisors.
- Refrain from damaging equipment, supplies, and facilities.
- Refrain from harassment of staff, instructors or participants.
- Failure to follow these rules may result in denial of program participation privileges. The City of Newport Beach Recreation & Senior Services Department strives to make your participation fun-filled, rewarding, educational and safe. Thank you for your cooperation.

## CREDIT CARD INFORMATION



Credit Card Number	Exp. Date
Full Name Appearing On the Credit Card	CVV (3 or 4 digit code on back of card)



**CITY OF NEWPORT BEACH**  
**RECREATION & SENIOR SERVICES DEPARTMENT**

100 Civic Center Drive ■ Newport Beach, CA 92660  
 Phone: 949-644-3151 ■ Fax: 949-644-3155  
 email: recreation@newportbeachca.gov ■ newportbeachca.gov

# Registration

Please note, your receipt will be emailed.

**ADULT/GUARDIAN INFORMATION (Please print all information)**

Adult/Guardian Last Name		Adult/Guardian First Name	
Address		City	Zip Code
Home Phone	Cell Phone	Work Phone	Email

**PARTICIPANT & COURSE INFORMATION**

Participants Name	Date of Birth	Gender	Course #	Class Name	Fee
<i>example</i> Bobby Newport	12/13/13	M	NCC230	Gymnastics	\$89

Checks payable to: **City of Newport Beach.**

For credit card payments, fill out the adjacent page.

*Special Assistance* If you need special accommodations for activities notify the

Recreation & Senior Services Dept. at 949-644-3151 or recreation@newportbeachca.gov.

**REFUND POLICY** Unless otherwise noted, no refunds after the commencement of the second class or camp. Refunds for workshops and one or two day classes will be granted if requested five business days before class begins. Refund fees are assessed per person per activity, not per transaction. There is a non-refundable \$5 administrative fee per class.

**REFUND FEE CONTRACT PROGRAMS (Unless otherwise noted):** \$10/program for programs \$74 and under and \$20/program for programs \$75 and above if requested before the commencement of the program. If request is made before the second day of program, a refund fee equivalent to a single day will be charged unless otherwise noted. NO REFUNDS after commencement of second day of camp. NO REFUNDS issued for events, excursions, or material fees.

**REFUND FEE NEWPORT BEACH DAY CAMP/PINT SIZED CAMPERS:** \$25/camp for withdrawals with seven or more days notice and \$50/camp for withdrawals with six days or less notice. NO REFUNDS once camp begins.

**REGISTRATION INFORMATION & POLICIES** I (We) the undersigned certify that I (We) have read, reviewed, understand and agree to the Registration Information & Policies on adjacent page. These policies are also included as part of your receipt.

**PHOTO RELEASE** I understand that from time to time City representatives may photograph activities of City recreation programs and participants. By signing this form, I authorize the City of Newport Beach to use or publish any photographs taken by the City showing my participation or my child/children's participation to promote classes on the City's website and other social media used by the City, future publications of the Newport Navigator, promotional emails, and/or fliers.

**WAIVER & RELEASE OF LIABILITY** In consideration for participation in the programs and activities held in person, through an online platform, or by any other means whether located on or off of public property ("PROGRAMS"), conducted by the City of Newport Beach, the Newport-Mesa Unified School District, or other such providers ("PROGRAM PROVIDERS"), I, on behalf of myself and on behalf of the participant of the PROGRAMS if someone other than me (both collectively, "PARTICIPANT") hereby: **(1)** acknowledge that participation in the PROGRAMS is voluntary; **(2)** agree to follow and abide by all rules, regulations, guidelines, and codes of conduct applicable to participation in the PROGRAMS; **(3)** certify that the PARTICIPANT is in good health and physically able to participate in the PROGRAMS, and does not have a medical condition that could make participation in the PROGRAMS hazardous to PARTICIPANT's health or the health of others; **(4)** agree to provide verification from a licensed medical professional of PARTICIPANT's physical fitness to participate in the PROGRAMS when requested by PROGRAM PROVIDERS; **(5)** agree that failure to disclose that participation by PARTICIPANT could create an unreasonable risk to PARTICIPANT or others may result in the PROGRAM PROVIDERS terminating PARTICIPANT from the PROGRAMS; **(6)** agree that PROGRAM PROVIDERS may terminate PARTICIPANT from participation in PROGRAMS at any time and in their sole and absolute discretion; **(7)** understand that participation in the PROGRAMS could result in bodily injury, property damage, death, disability, or other loss to PARTICIPANT or others as a result of, including by not limited to, strenuous physical activity or exertion, striking or being struck by objects or persons, falling, slipping, tripping, colliding with other persons or things, exposure to moisture, heat, cold, humidity, or sickness and disease (including but not limited to, COVID-19), which injuries and damage may include, but are not limited to, scrapes, bruises, cuts, sprains, strains, tearing or pulling of muscles or ligaments, fractures, dislocation of joints or bones, head or facial injuries, spinal cord injuries, internal injuries, or other injuries of any nature whatsoever which could be permanent or even fatal (collectively, "RISK OF INJURY"); **(8)** CERTIFY THAT PARTICIPANT AGREES TO ASSUME ANY AND ALL RISK OF INJURY ON BEHALF OF PARTICIPANT AND ANYONE WHO MAY CLAIM ON PARTICIPANT'S BEHALF; **(9)** CERTIFY THAT PARTICIPANT AGREES, ON BEHALF OF PARTICIPANT AND ANYONE WHO MIGHT CLAIM ON PARTICIPANT'S BEHALF, TO RELEASE, WAIVE, AND HOLD THE PROGRAM PROVIDERS HARMLESS FROM ANY AND ALL CLAIMS, ACTIONS, PROCEEDINGS, AND LIABILITY OF EVERY KIND OR NATURE WHATSOEVER, WHETHER FORESEEN OR UNFORESEEN, KNOWN OR UNKNOWN, RELATED TO, CAUSED BY, OR ARISING OUT OF PARTICIPANT'S PARTICIPATION IN THE PROGRAMS; and, **(10)** certify under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

**Mandatory Signature** \_\_\_\_\_ **Date** \_\_\_\_\_