



Sussex Parks & Recreation Dept. Recreation Program Participation Policies

Program Information Distribution

The Parks & Recreation Department direct mails three seasonal Recreation Brochures per year to all residents in the 53089 zip code along with portions of Merton, Hartland, Colgate, Richfield, Pewaukee, Menomonee Falls and Lannon. In addition, copies of the Recreation Brochure are available at the Pauline Haass Library, Sussex Civic Center, or on the Village of Sussex Website. Unfortunately, we do not mail individual copies upon request.

Adverse Weather Condition Guidelines

If adverse weather conditions exist and the Sussex Hamilton School District has closed its schools or cancelled their activities, the recreation programs and events are cancelled. When the District is no longer in session, the weather delay or cancellation announcements will be posted as listed below.

Should adverse weather conditions be imminent or exist, recreation staff will post notification of the cancellations/changes in the most effective manner. The responsibility lies also with individuals to inquire about potential closings or cancellations. Every effort is made to give reasonable, prudent and advanced notice to registered participants by any of the following:

- Facebook and Twitter
- www.villagesussex.org
- Email to registered participants

We DO NOT call individual registered participants to announce cancellation or changes.

Insurance/Liability

Activities are conducted in a safe manner. There is an inherent risk of injury when choosing to participate in recreational activities. The Village of Sussex does not provide hospital/medical insurance coverage for persons participating in our recreation programs and events. Participants are encouraged to obtain their own insurance coverage prior to and for the duration of the activity they take part in.

Americans with Disability Act

The Village of Sussex will make reasonable modifications to support inclusive recreation participation. We request ample notice regarding special assistance requests; this will allow us proper planning time to accommodate needs. If you require special accommodations in order to participate, please inform us when you register.

Program Observation

In an effort to better promote a positive learning environment for programs, only registered participants are permitted in the program area. Our instructors welcome the opportunity to discuss participant's progress with parents after class.

Sharing Personal Information

The personal information provided to the Sussex Recreation Department on the registration form is used solely for the purpose of participating in Sussex Recreation programs. The Sussex Recreation Department will not share information with outside parties.

Say Cheese

Our Recreation Department periodically takes pictures of participants in our classes, during special events, and in the Village's parks. Please be aware that these photos are for recreational use and may be used in the Village's brochures, pamphlets, flyers, or Web site. You must give written notice if you or your family members do not want to be photographed or published.

Announcements

- Smoking and alcohol are strictly prohibited in any Village-owned property
- No guns or weapons are allowed in any Village-owned building.

Lost and Found

The recreation department is not responsible for any items lost or stolen during participation of any Village-sponsored activities. Any found items are taken to the Sussex Civic Center. Any unclaimed items are donated to a local charitable organization at the end of each season.

New Program Ideas

The Parks & Recreation Department is always receptive to suggestions for the development of programs. A program proposal form must be completed to provide preliminary information. The form is available on the Village of Sussex website.