



Sussex Parks & Recreation Dept. Recreation Program Registration Policy

Registration Processing

Registrations are processed on a first-come, first-served basis, with this exception: Registrations received prior to the designated registration dates will be kept in our safe until the designated registration date. Register early! Nothing kills a recreation program faster than residents who wait until the last minute to register. There is a point when a program must be cancelled or modified if there is insufficient registration. All programs require a high level of coordination, often including facility scheduling, staffing, volunteer recruitment and purchasing supplies.

Registration Expectations

A minimum and maximum numbers of participants are required for each program. These guidelines are necessary to ensure the best possible instruction for each participant. The department may increase or reduce program size if necessary. Where enrollment is low, the Recreation Department reserves the right to cancel a program. Program cancellations due to low registration will be made at least two (2) days before the start of the program. Participants will be notified by the Recreation Department and will receive a 100% refund of the program fee.

Do I pay resident or non-resident fees?

If you pay your residential property taxes to the Village of Sussex, you are considered a resident. Any taxing municipality outside the Village of Sussex is non-resident. Unfortunately, being in the Sussex Hamilton School District or having a "Sussex" mailing address does not necessarily mean you are considered a resident of the Village. Non-resident participants pay higher fees because a portion of the Village of Sussex property taxes is designated to pay for the buildings, parks, instructors and administration of recreation services.

Other Registration Related Policies

- Individuals under age 18 must have parent/guardian signature on registration in order to participate.
- Individuals are placed on waiting lists if their requested program is full. If space becomes available, we will call individuals on the waiting list.
- Registrations are not processed if an incorrect payment accompanies the registration form. We will not reserve spots open until full payment has been received. Inadvertent overpayments are placed on the payee's Activenet registration account.
- Do not participate in a program you are not registered for.
- If payment is returned as "non-payable" for any reason, there will be a charge of \$30 for each returned submission. Accounts are suspended and individuals are removed from program rosters and must not attend any further classes until issuer pays in full the balance due plus all accrued service charges.