

## The Holliston Parks & Recreation Department Registration Information and Policies

100 Linden St. Holliston, MA 01746  
Phone-508-429-2149 Fax-508-429-0696  
[www.townofholliston.us/park.htm](http://www.townofholliston.us/park.htm)

1. Space is limited. All programs are “first come, first served”. A minimum number of participants are required for programs to run.
2. We do not confirm registrations by phone, mail, or email. You will be notified if the program is full or cancelled.
3. The Recreation Department reserves the right to correct mistakes made in this brochure at the time of print.
4. The Recreation Department will make every effort to run programs rain or shine.

However, in the event of extreme weather conditions, we reserve the right to cancel a program for that day. Programs will be cancelled automatically when schools are closed. No refunds for cancellations due to weather.

5. We do not prorate courses, full payment is due with registration.
6. We do not refund after the start of a program. Refunds are only given if:
  - A. The Recreation Department cancels a program
  - B. You have mailed in a registration and no openings exist in the program
  - C. You request to withdraw from a program in sufficient time that a replacement can be found and no cost has been incurred because of your withdrawal.
  - D. 25% fee per participant per program will be assessed on all withdrawals.

**Additionally, due to the high demand for slots in Outdoors at Goodwill, Junior Patoma and Senior Patoma the following cut-off dates will apply:**

- ~Requests for refunds received between March 31 and May 31: 25% of program cost cancellation fee will be withheld.
  - ~Requests for refunds received between June 1 and June 30: 50% of program cost cancellation fee will be withheld.
  - ~No refunds for withdrawals after June 30th.
- E. Refunds will not be given for no-shows and withdrawals from trips.
  - F. Participants may switch between sessions of the same program for no additional charge provided space exists and no cost has been incurred because of the withdrawal. Switches between different programs are permitted provided space exists. In the event a refund is owed due to a lower program cost, the balance will be applied as a credit towards a future program. Credits are to be applied within one year of issue.
7. A \$25.00 service charge will be assessed for all returned checks.
  8. You must fill out the registration forms completely. Incomplete forms will be processed last.
  9. Participants must be age specified by the date the program starts.
  10. For questions or more information, please call the Recreation Department at 429-2149 or visit our web site at: [www.townofholliston.us/park.htm](http://www.townofholliston.us/park.htm)
  11. Medical Forms: Board of Health Regulations require us to maintain a **current physical & immunization form. Please mail them to 100 Linden St. OR fax them to 508-429-0696.**

**Mail registrations to: 100 Linden St., Holliston, MA 01746  
Make checks payable to: Town of Holliston**