

**PERMITS**

\*Permits for use of Borough facilities can be obtained through the Recreation Office in Borough Hall. Permits are required for use of all Borough fields and facilities and are subject to Recreation Board approval. Permit applications from private organizations will require additional approval by the Mayor and Council.

**REGISTRATION ELIGIBILITY**

Residents of Tenafly are eligible to participate in our programs providing proof of age and grade requirements are met where specified. Non-residents will be able to register one full week after the Tenafly resident registration date, providing there is space in the program. A fee and a half will be charged to all non-residents; i.e. a \$40.00 program would cost \$60.00 for a non-resident (\$40+\$20).

**REGISTRATION**

All programs require an individual registration form. Registration dates are **stated boldly** under each class listing. Please check your dates and plan your schedule carefully. You may register for your immediate family and one other person. **Registrations WILL NOT be accepted by the instructor.** Tenafly Youth Sports: Jr. Soccer League, Youth Basketball & Little League Baseball may have registrations prior to release of our seasonal brochures. **In our instructional programs, it is recommended that parents and baby-sitters do not stay on site.**

**ENROLLMENT**

Each program accepts a limited number of participants based on the type of program and instructor's decision. **A 75/25 split of online and walk-in registrations will be accepted.** For example: if a program limit is set at 20 participants, 15 online registrations and 5 walk-ins will be accepted to the class. **After registration begins, online registration will remain open until one week prior to the start of the season's programs.** A program noted with an asterisk (\*) means it has **NO LIMIT** to the number of participants and mail-in registration will be accepted.

**WAIT LIST**

In the event your desired class fills, be sure to have your name placed on a wait list. This enables us to fill vacancies left by withdrawals and to document interest, add classes and meet greater demand. If the limit has been reached either online or walk in, the registrant will be placed on a wait list.

**PAYMENT POLICIES**

**Walk-In Registration:** Full payment must accompany the registration form. Payment can be made by check or exact cash only. Checks must be made payable to *Tenafly Recreation*. There is a \$20.00 fee for overdrawn checks.

**Online Registration:** Full payment is required and paid by credit card only!

**LATE REGISTRATION FEES**

Any Tenafly resident who registers after the one full week of registration will be charged a \$5.00 late fee for a program of \$50.00 or less and a \$10.00 late fee for a program over \$50.00.

**PROGRAM DESCRIPTION**

Each program is explained after the title. The number of sessions, location and age requirements are listed. Dates and times are subject to change. Fees, instructor's name and class size limit are also indicated. Active or Passive participation is indicated, as well as whether or not a snack is provided.

**PROGRAM SCHEDULE**

Please **DO NOT** discard your brochure or class schedule. The instructor will distribute schedules on the first day of class. In the event of instructor illness, TRB will attempt to contact the participants by phone and will post a sign at the location. All postponements will be made up. If Tenafly Public Schools are closed, Tenafly Recreation will not hold most programs. Please be sure to check with the instructor.

**REFUNDS/CANCELLATIONS**

There are NO refunds once the program begins! A \$10.00 administrative fee will be assessed to all refunds unless we cancel the program. Tenafly Recreation reserves the right to cancel, reschedule or combine activities as needed. Participants that do not return equipment/uniform to the Recreation Department are prohibited from participating in future programs until equipment/uniform is returned or compensation is made to the Recreation Department.

**PUBLICITY**

TRB advertises with a seasonal brochure mailed to all homes in Tenafly. Our brochure is also available on the Borough of Tenafly website ([www.tenaflynj.org](http://www.tenaflynj.org)). Press Releases are sent to The Suburbanite, The Record and The Press Journal. Flyers are available at the Recreation Office and are sent to all public and parochial schools.