

3 easy ways to register

Online 24/7 at

www.concordtwp.com

It's FREE, easy, fast, secure and convenient!

Phone In

Recreation Main Office:
Mon-Fri, 8:00am-4:30pm
(440)639-4650
Credit Cards Accepted

Mail-In or Drop-Off

Concord Township Recreation Department
7671 Auburn Rd, Concord, Ohio 44077
Registration form available below or online at
www.concordtwp.com Don't forget to include
payment and information.

Online Registration is FREE!

It is FREE to use our easy, convenient and secure on-line registration software. Online registration offers you all the tools you need to register for your favorite classes at your convenience.

1. Visit www.concord.recdesk.com
2. You will have to register for an account if you haven't already.
3. Login to your account using your login ID & password
4. Select your classes and check-out

Can't remember your login ID & password? Simply click on forgot login/password and follow the steps.

Confirmations

If you register online or provide an email, a confirmation email will be sent to you following your registration, otherwise no confirmation will be sent.

Inclement Weather Cancellations

During inclement weather, please call the Concord Community Center at 440-639-4650 to check if classes have been cancelled.

Course Refunds

Please choose your classes carefully. Refunds are made only if we cancel the class or if you notify the Concord Township Recreation Department twenty-four (24) hours prior to the start of class that you are cancelling out of the class. The Department can be reached at 440-639-4650. A full refund will be issued to enrollees if we cancel a class. All refunds are provided in the form of a check, regardless of how the original payment was made. If payment was made by check for one class, we may return your original check. If payment was made by check for multiple classes, please contact the Department for refund options. For classes with multiple sessions, no refunds will be made after the first class is held.

Cancellations

If a class is cancelled by the Concord Twp. Recreation Dept., you will be notified by phone. We welcome you to transfer to another class or receive a full refund. It takes two to three weeks to process refund checks. All refunds will be in the form of a check regardless of how payment was made. A class may be cancelled or combined due to low enrollment. Missed classes are not refundable.

Photo Policy

I acknowledge and agree that my participation in the class or program sponsored by the Concord Township Recreation Department may be photographed and I hereby agree to and authorize such photography and the use of such photographs for promotional purposes on the part of Concord Township.

People with Disabilities

We encourage people with disabilities to participate in our programs. Please notify the Recreation Dept. if special arrangements need to be made in order to participate.

Concord Residents

Concord Twp. Residents receive priority in registration. Residency is determined by street address including zip code.

Returned Checks

There will be a \$35 fee for a returned check.

By registering for a class, I agree to the release and waiver of liability, refund, privacy and photo policies of Concord Township, found at <http://www.concordtwp.com/classesandcamps>

MAIL TO:
Concord Recreation Department
7671 Auburn Rd
Concord Ohio

Concord Township Recreation Department

REGISTRATION FORM

Make checks payable to: Concord Township

Registrant name: _____

If registering a minor, Parent Name: _____

Address: _____ city: _____ zip code _____

Concord resident: yes no email: _____

Phone: (home) _____ (work) _____

Registrant Age Group: 0-4 5-10 11-15 16-20 21-54 55+

Class/event: _____ class/event date: _____ fee: _____

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Total fee enclosed: \$ _____

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