

# 3 easy ways to register

**Online 24/7 at  
www.cityofmentor.com  
It's FREE, easy, fast secure  
and convenient!**

**In Person/Drop Off**  
Recreation Main Office: Mon-Fri, 8 a.m.-6 p.m.  
Sat 10 a.m. 1 p.m. May 2-July 8  
8400 Civic Center Blvd (440) 974-5720  
Senior Center: Mon-Fri, 8 a.m.-7:30 p.m. (440) 974-5725  
Ice Arena: Mon-Fri, 10 a.m.-7 p.m. (440) 974-5730  
Visa or Mastercard Accepted

**Mail-In or Drop-Off**  
Mentor Recreation Department  
8500 Civic Center Blvd., Mentor, Ohio 44060  
Registration form available below or online or at  
www.cityofmentor.com/play.  
Don't forget to include check or charge.

**Online Registration Is FREE!**

It's now completely FREE to use our easy, convenient and secure online registration software. Online registration offers you all the tools you need to register for your favorite classes at your convenience.

1. Visit [www.cityofmentor.com/play](http://www.cityofmentor.com/play)
2. Click Online Registration
3. Login to your account using your Login ID & password
4. Select your classes and check-out

Can't remember your login ID & password? If you've already given us your email address, just click on the "My Account" tab and follow the instructions. If you'd like to setup an account, just call our office at (440) 974-5720, Monday-Friday, 8 a.m.-5 p.m. so we can verify your address, setup your account, and provide you with everything you need to get started. Please have your email address, name, address, and phone, and the birth dates of each family member available when you call. It's as easy as that!

**Please note:** Accounts are address-based. Only parents and children residing at the same address may be placed in the same account. A utility bill and/or school report cards may be required to verify residency.

**Confirmations and Cancellations**

A receipt and/or course confirmation will be emailed to you following registration. If a course is canceled by the City of Mentor, you will be notified by phone or email. If the City cancels a course, we welcome you to transfer to another class within the same season, or receive a full refund. It takes two to three weeks to process a refund check. Credit card payees will receive credit on their account within a few days.

**Course Refunds**

Please choose your classes carefully. Once you have registered for a course, there will be no full refunds unless the City of Mentor cancels the class. There is a \$10 administrative fee for classes canceled by the customer up to 24 hours before the class begins. Participants may transfer the full course amount to another trip/class/program within the same season to avoid the administrative fee. No refunds are issued after the class begins. Students assume risk of change in personal affairs or health.

**Senior Center Registration**

Senior Center membership is required to participate in Senior Center activities including classes, activities and programs. Non-senior adults may register for programs at the Mentor Senior Center. Please contact the center for details.

**Senior Center Trip Refunds**

Please choose your trips carefully. Once you have registered for a trip there will be no full refunds unless the Senior Center cancels the trip. An administrative fee of \$10 for trips canceled by the customer. Trip refunds, less the administrative fee, will be available until the date specified. Participants may transfer the full trip amount to another trip/class/program within the same season to avoid the administrative fee. Participants assume risk of change in personal circumstances or health. After the cutoff date, there are no refunds unless the reservation can be resold.

**People with Disabilities**

We encourage persons with disabilities to participate in all programs offered by the Parks & Recreation Department. Please notify us in advance if special arrangements should be arranged in order to make participation possible. TDD available.

**Wildwood Members**

Current Wildwood Members may take a 10% discount off the regularly charged fee (resident or nonresident) on all programs

offered at Wildwood Cultural Center and may register by mail as soon as they receive this brochure.

**Mentor Residency**

Mentor Residents live within the corporate limits of the City of Mentor. Proof of residency is a current utility bill with both name and address on it along with photo identification. Not all 44060 zip codes are Mentor resident addresses. Mentor School District and the City of Mentor corporate limits are not the same. Mentor residents receive priority in registration and discounted fees.

**Mentor-on-the-Lake, Kirtland, and Kirtland Hills Residents**

Mentor has a reciprocal agreement with Mentor-on-the-Lake, Kirtland, and Kirtland Hills that allows the residents of these communities to register for programs and pay the resident fee. Residents of Mentor-on-the-Lake, Kirtland, and Kirtland Hills must wait until nonresident registration to register. Proof of residency is a current utility bill with name and address on it and a photo identification.

**Inclement Weather Cancellations**

We make every attempt to hold classes when scheduled. Contact the Recreation Department at (440) 974-5720 before 5 p.m. to inquire concerning inclement weather. Email blasts and twitter posts are also used to post information. Classes taught in any of the Mentor Schools' buildings are canceled whenever the Mentor Schools are closed. In case of "Act of God" cancellations, the Recreation Dept. reserves the right to terminate any class/activity that results in less than the scheduled number of sessions, without issuing a refund.

**Photo Policy**

We often take photos of our programs, special events, camps and general activities. These photos are used exclusively by the City of Mentor and may appear in any of our publications, both electronic and print, and our website.

**MAIL TO:**  
City of Mentor Recreation  
8500 Civic Center Blvd.  
Mentor, Ohio 44060

## Mentor Recreation Department REGISTRATION FORM

Make checks payable to: City of Mentor

Registrant's Name	Birthday	Program or Course	Reg Code	Course Start Date	Course Start Time	Location	Fee
1							
2							
3							

*To receive a receipt, please provide an email address. All receipts will be emailed.*

Registrant's Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_ Email Address \_\_\_\_\_

If registrant is a minor, please provide:

Parent Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Parent Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Total Fee Enclosed \$ \_\_\_\_\_ Check \_\_\_\_\_ Cash Credit Card # \_\_\_\_\_ Exp \_\_\_\_\_

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Phone (440) 974-5720 • Cleveland Number (440) 942-8796 • Monday-Friday, 8:30 a.m.-4:30 p.m.