

REGISTER NOW



ONLINE at PortlandParks.org – Click on the “Register” top tab. Search for classes by age, category, location, or keyword – or narrow your search by specific activity or course number.



PHONE – Complete this registration form and call any PP&R site using the phone numbers on the map pages. You may also phone in your registration to the PP&R Customer Service Hotline at 503-823-2525, Monday-Friday, 8:30am-5:15pm. Visa, Mastercard, American Express, and Discover Card accepted with phone-in registration.



MAIL – Mail your completed registration form to the program center address. Include full payment by check payable to the City of Portland. Mail-in registration is also received at the PP&R Customer Service Center, 1134 SW Fifth Ave, Portland, OR 97204.



IN PERSON – Any PP&R facility is able to process your registration, including the Customer Service Center located in the lobby of the Portland Building at 1134 SW Fifth Ave. All Community Centers are open for walk-in registration during business hours.

CHECK ONE New Customer Taken class with PP&R before My account information has changed

Main Contact Name _____ Birthdate _____ M ___ F ___
 Home Address _____ City/St/Zip _____
 Home Phone (_____) _____ Work Phone (_____) _____
 Cell Phone (_____) _____ Email Address _____
 Emergency Contact Name & Phone Number _____

Portland Parks & Recreation welcomes individuals with disabilities and special needs into programs. Please describe any accommodations needed for successful inclusion: _____

PARTICIPANT INFORMATION

Name (last, first)	Birthdate	M/F	Class Title	Course #	Class Location	Start Date	Cost

NON-RESIDENTS of the City of Portland pay a 40% surcharge. Or you may purchase a non-resident pass at the amounts listed below. List pass price or 40% surcharge in column at right and add to your total.

- I already have a non-resident pass. Duration ____-month Purchase date ____/____/____
 Passholder name _____
- I need a pass. Circle one: 3-month | 6-month | 9-month Circle one: Individual | Family
 Name of person(s) needing pass _____
 3-month pass: individual \$25; family \$50 | 6-month pass: individual \$45; family \$90
 9-month pass: individual \$65; family \$130
- I do not want a pass. I choose to pay the 40% surcharge.

Subtotal	
40% non-resident surcharge or pass price	
TOTAL	

PAYMENT INFORMATION

CHECK Check number _____ (make check payable to the City of Portland)

REGISTRATION

Receipt of full payment is required for registration, unless otherwise arranged. Please call if you receive a returned check or declined bank card notice, either of which void registration.

RESIDENT / NON-RESIDENT

A resident is:

- anyone who occupies a permanent residence inside the city limits of Portland. At the discretion of a Community Center Director, proof of home address may be required. Acceptable address verification may include a 1) drivers license, 2) Oregon ID card, 3) property tax statement, 4) utility bill or lease agreement with current home address.
- any child living within the school boundaries of the Reynolds and Centennial School Districts who is attending a SUN Community School. Through a partnership between the City and County, a child attending a SUN Community School is eligible to register for programs at any SUN Community School location without paying a non-resident surcharge.

Anyone else is considered a non-resident (NR) and will be assessed a 40% surcharge. NR surcharges do not apply to drop-in activities. Non-residents who wish to register for PP&R activities may choose one of these options:

- Pay the additional 40% NR fee.
- Purchase a NR fee discount pass as either an individual or family for a period of three, six or nine months from the date of purchase. The NR discount pass takes 25% off the NR fee for the activity. Inquire about this option at time of registration. These passes are not refundable.

Non-resident Pass Prices

3-month Pass: Individual \$25 Family \$50

6-month Pass: Individual \$45 Family \$90

9-month Pass: Individual \$65 Family \$130

A family denotes a couple (married or domestic) or a single parent & their legal dependents living in the same residence.

CLASS ENROLLMENT

Our classes must meet minimum and maximum enrollment standards. Classes may fill quickly or be canceled due to low enrollment.

WITHDRAWAL & REFUNDS

Please notify us at least five (5) business days (Monday-Friday), unless otherwise specified, before the start of your program so that we can refund or credit your account for the registration fee. Pre-paid materials and admission tickets cannot be refunded. Participants needing to withdraw after the program has begun are offered a prorated credit or refund based upon when the request is made.

SCHOLARSHIPS

City of Portland residents, regardless of age, who require financial assistance may apply for partial scholarships. Contact individual centers for information.

NOTICE OF NON-DISCRIMINATION

PP&R programs and services reflect the cultural diversity of our community. We do not discriminate on the basis of religion, race, color, gender, national origin, sexual orientation, age or ability.

SPECIAL NEEDS

In compliance with Civil Rights laws, it is the policy of the City of Portland that no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any City program, service, or activity on the grounds of race, color, national origin, or disability. To help ensure equal access to City programs, services, and activities, the City of Portland reasonably provides: translation and interpretation services, modifications, accommodations, auxiliary aides and services, and alternative format.

HOW TO REQUEST INCLUSION SERVICES

- Choose the activity you would like to participate in, and register for that class.
- Contact Inclusion Services at 503-823-4333.
- If this is your first time requesting accommodations through Inclusion Services, you will need to complete either a phone intake or an Accommodation Form that can be sent over email. This process is to help determine what level of accommodation needed for the participant.
- Future assistance will be provided based on need. The inclusion staff will work with the instructor on how to support you and your individual needs.

IMPORTANT DETAILS ABOUT INCLUSION SERVICES

- A general program may be adapted using auxiliary aids and services, but the basic structure of the program remains the same.
- Accommodations are made as needed and can be flexible, as well as creative.
- Participants need to register for activities that are intended for their birth age.
- Personal care is provided for activities for individuals up to age 12.
- For sign language interpreter please call 2 working days prior to the class.
- We request at least 5 working days' notice prior to start of class.

If you have questions about Inclusion Services, please contact Jane Doyle at 503-823-4333 (jane.doyle@portlandoregon.gov). If necessary, use City TTY 503-823-6868, or use Oregon Relay Service: 711.

PHOTO POLICY

Portland Parks & Recreation (PP&R) reserves the right, and may give permission to the media, to photograph classes, programs, and participants at any of our facilities and properties or any sponsored activity. Please be aware that these photos are for promotional purposes and may be used in future publications and media communications in any format.

If you do not wish to be photographed, please inform staff and we will make reasonable efforts to honor your request. If you see staff taking pictures, and you do not wish to be photographed, please let us know.

If you see a photo of yourself or a family member that causes you concern, please notify us. As a courtesy, we will make every reasonable effort to dispose of the image, and will not use it in future publications. However, we will not be able to retrieve, destroy or discontinue existing printed publications in which the photograph may have been included.

CUSTOMER SATISFACTION

Your satisfaction is our goal! Portland Parks & Recreation strives for 100% customer satisfaction. If you are not satisfied with a recreation program or service, please let us know.

INFORMATION HOTLINE

For information on other PP&R services & programs, call the Parks Information Hotline at 503-823-PLAY (7529), Mon-Fri, 8:30am-5pm.

INCLEMENT WEATHER

If the City of Portland public school districts (Portland Public, Parkrose, David Douglas, Reynolds, and Centennial) are closed because of weather conditions, PP&R classes and youth basketball in those school districts may be cancelled. We recommend that you check in with your community centers for the latest information about individual registered programs and activities. Some recreation programs may run as conditions and instructor availability allow. Decisions to operate on a specific site basis are made when it is determined that all programs may operate safely. Call the specific PP&R facility for information and opening/closing times.