



**CITY OF LAGUNA NIGUEL
PARKS AND RECREATION DEPARTMENT**

**Activity Registration Information
REGISTER TODAY!**

Contact Information:
Crown Valley Park
29751 Crown Valley Parkway
Laguna Niguel, CA 92677
(949) 425-5100
Registration@CityofLagunaNiguel.org

4 EASY WAYS...

ONLINE

Register online at:
cityoflagunaniguel.apm.activecommunities.com

Receive instant confirmation when you register online!

New users need to set up an account.

NOTE: A non-refundable convenience fee will apply. See scale below.

IN OFFICE

Walk into the Parks and Recreation office at Crown Valley Park and register during business hours:
M-F.....8:00am-5pm
Sat/Sun..... Closed

NOTE: Holiday Closures May 28

See page 1 for more information.

Questions? Call (949) 425-5100

FAX IN

FAX (949) 249-1115

Please include your credit card information and signature on registration form.

MAIL IN

Mail your completed registration form to:

**Parks & Recreation Dept.
29751 Crown Valley Pkwy.
Laguna Niguel, CA 92677**

Make sure to include your credit card information or a check, made payable to the City of Laguna Niguel.

IMPORTANT INFORMATION

- Use registration form on next page for activities with an activity # only! One form per person required.
- All fees must be paid in full at time of registration.
- You will receive an email confirmation of enrollment for faxed, mailed or online registrations. Walk in registrations will receive a printed confirmation.
- Class fees will NOT be pro-rated unless a doctor's note is received. Doctor's note must be received before the last day of class.
- Register early. Enrollment in classes is limited. If minimum enrollment is not met, activities are subject to cancellation.
- Laguna Niguel residents may have a priority registration date for City activities. After that date, the activity will be open to non-residents as well as residents.
- Refund policies are specific to the location where the activity is held. Please read all refund policies before signing up for an activity.
- Java Script 1.5 or 1.6 is required for online registration. If your computer does not have Java script or if you are unable to update an older version, you may be unable to register online.
- You may also register for classes/excursions at Sea Country Center and register for skateboard lessons at the Skate Park.
- Online convenience fee scale: (Up to \$149) 6.5% of registration fee + \$.50, with minimum \$2; (\$150-\$500) 3.5% of registration fee + \$5; (Over \$500) 2.5% of registration fee + \$10.

REFUND POLICIES

- A refund will be given if the City cancels a City sponsored activity. Online convenience fees will not be refunded.
- A full refund (minus online convenience fees) will be given for cancellation of any activity with a doctor's medical excuse prior to the commencement of activity. If a participant cancels due to illness during a session, the class fee will be pro-rated, but the note must be received before the last day of class.
- No refunds will be issued for no-shows, special events or excursions.
- Activities with an activity # are only transferable to another activity with an activity # and are based on availability.
- If patron cancels five (5) or more business days prior to the activity, patron will receive a refund, minus a \$10 transaction fee.
- A cancellation made four (4) or less business days prior to the activity will result in the forfeiture of the entire class fee.
- No fee for transfers into another activity with an activity number.
- No fee for a non-refundable credit on your ActiveNet account.

