

## **JUNEAU PARKS AND RECREATION**

### **FAX POLICY**

No reservation is secured until Parks and Recreation receives payment\*

Parks and Recreation staff will accept faxed copies of the following:

Mt. Jumbo Gym reservation forms, all CBJ picnic shelter reservation forms, all CBJ field reservation forms, special events/classes, youth sports registration forms, and adult sports player agreement forms.

Mt. Jumbo Gym, and all shelters:

A person may call to check the availability of a facility. If the date, time, and location they want is available, staff may fax them a copy of the form to fill out. The form must be completed, signed, and returned with a credit card number by the customer in order to hold the reservation. We must have both the credit card number and the fax of the signed form before writing the reservation in the book. Staff will contact the customer after the signed form and credit card number have been received to confirm the reservation.

Fields:

Due to the high volume of walk in customers, Parks and Recreation will not accept faxed reservations until two weeks after the first day of field reservations. After that time, staff may fax the customer a copy of the form to fill out. The form must be filled out, signed, and returned with a credit card number by the customer in order to hold the reservation. We must have both the credit card number and the fax of the signed form before writing the reservation in the book. Staff will contact the customer after the signed form and credit card number have been received to confirm the reservation.

Youth Sports:

Youth sports registrations are accepted on a first come first serve basis. Due to the high volume of faxes, phone calls, and walk in registrants, staff will not call to confirm receipt of faxed registrations, but parents are encouraged to call to check. The form must be filled out, signed, and include a credit card number for the registration to be complete. Incomplete forms will be returned.

Adult Sports:

Adult sports forms are accepted over the fax. Staff will not call to confirm receipt of faxed form forms, but players are encouraged to call to check. The form must be filled out, signed, and include a credit card number (if they are not taking a paid spot) for the player to be eligible to play on the team they are signing up for.

Special Events/Classes:

Special events/classes registrations are accepted on a first come first serve basis. Due to the high volume of faxes, phone calls, and walk in registrants, staff will not call to confirm receipt of faxed registrations, but parents are encouraged to call to check. The

form must be filled out, signed, and include a credit card number for the registration to be complete. Incomplete forms will be returned.