



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Alyssa Pink, Recreation Coordinator
Allison Watkins, Recreation Manager
Richard Kucera, Public Services Director

SUBJECT: Community Center Policies

DATE: For the City Council Meeting of Monday July 8th, 2019

PURPOSE/ACTION REQUESTED

Consider approving the updated policies for the Community Center Programs.

SUMMARY

Registration Policies

- Total fee must be paid at the time of registration.
- A registration deadline will be set for each program. Registrations after the deadline may not be accepted, or could be subject to a late fee of \$5.00
- We reserve the right to cancel programs if needed.
- Program cancellations made by the Community Center will be sent via email. Credits will be put on the household account to use at a later date or the account holder may request to be refunded by the original payment method.
- Waiting lists will be started if classes fill. Additional or expanded classes may be formed if possible.
- When registering by phone, you are officially agreeing to the liability and photo waivers stated in the registration form.

Withdrawal Policies

- Withdrawal/full refund requests must be made no less than 7 days prior to the first class unless noted.
- Withdrawal/refund requests made between 3-6 days prior to the first class will receive a 50% fee refund.
- Withdrawal/refund requests made 1-2 days prior to the first class will not receive a refund.
- There are no refunds for missed classes or for withdrawals after the start of the program.
- Exceptions can be made for serious illness, injury (Doctor's note required) or reasons determined by recreation staff.
- A \$5 service fee is retained on each withdrawal/refund request unless noted otherwise.
- Withdrawals/transfers are accepted by calling 507-665-3325.

ACTION REQUESTED

Staff is requesting that the City Council approve these policies for the Community Center Programs.