

# ACC - New Registration Policy

Registration is required for ACC Classes, Trips and Activities.

The Center is offering two ways in which you may register:

**MAIL-IN:** Begins the fourth Wednesday of each month. You can mail-in your registration using the form below. Payment **MUST** accompany registration.

**WALK-IN:** Begins the Wednesday **following** the initial mail-in period\*. You can drop-off your registration form in person at the Center. Payment **MUST** accompany registration. Mail-in may continue to be used during this time.

**NOTE:** The Center can no longer accept registration via phone. You can continue to phone in for Social/Client Services programs and some activities free and open to the public, anytime, unless otherwise specified in Leisure News.

**April's Registration Schedule:**  
**Mail-In ONLY:** March 24-March 30  
**\*Walk-In & Mail-In:** April 1

**Fees Policy:** Fees **MUST** accompany registration or it cannot be processed. **The ACC can no longer honor phone-in registration with payment at a later date.**

**Cancellation Policy:** The Center reserves the right to cancel any program. In the event of a cancellation, attempts will be made to notify participants and a full refund or credit will be issued. If a participant cancels by the published cancel date a \$5 processing fee will be retained from any refund/credit. If a participant cancels **AFTER** the published cancel date, every effort will be made to fill the reservation and refund/credit all but the \$5 processing fee. However, in the event we cannot fill the open reservation, the Center cannot provide a refund/credit.

**Inclement Weather:** In the event of inclement weather, the policy of the Center is to close when Lake Oswego Schools close, thus canceling ALL programs. Weather permitting, staff will be available by phone.

**ACC Registration Form  
 For Classes, Trips and Activities**

**Detach & Mail to: Lake Oswego Adult Community Center  
 505 G Ave., Lake Oswego, OR 97034**

Name(s) \_\_\_\_\_ Membership Number(s) # \_\_\_\_\_  
 (Please include both members' names if registering for two) # \_\_\_\_\_  
 Phone No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



I wish to register for the following:

Catalog Number	Activity/Class/Trip Title	Date	Cost per Person	Total

**Total Enclosed:** \_\_\_\_\_

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**For Office Use Only**

Received Date \_\_\_\_\_ Cash/Check # \_\_\_\_\_ Date/Initial \_\_\_\_\_