

Charter Township of Oakland
Parks and Recreation Commission
Program Registration Policy (08/22/19)

Three Easy Ways to Register!

1. Register online at <https://oaklandtownship.recdesk.com> with a credit card (MasterCard, Visa, or Discover). For Cash or Check see options 2 and 3.
2. Fill out the registration form and the release of liability waiver for each participant, register by mail or drop in the drop-box at Township Hall, (4393 Collins Rd.) after hours. (One waiver is needed for each person and each program. Find liability waivers at www.oaklandtownship.org, go to Township Departments, click on Parks and Recreation, click on Programs and scroll to the waiver that you need in center of page.)
3. Make checks payable to 'Charter Township of Oakland' and mail with registration form and signed waiver for each participant to: Charter Township of Oakland, 4393 Collins Road, Rochester, MI 48306 Visit us at our office location and register in person.
Credit cards (MasterCard, Visa, or Discover), cash, or check.
Paint Creek Cider Mill Bldg. (2nd Floor)
4480 Orion Rd., Rochester, MI 48306
Office Hours: Monday – Friday 8am - 4:30pm

*All registrations are first-come, first-served and will not be accepted at a class/program.

Registration Deadlines: In order to provide you with quality programs, we have assigned registration deadlines to all programs. Non-residents may register one week or five (5) business days before the deadline. The deadline is the official date that we will be able to confirm the status of the program. If the number of participants registered at the time of the deadline do not meet the minimum required, the program may be cancelled and you will be issued a full refund.

Payment Methods: Full payment is required at the time of registration. No program openings will be held or saved for persons without payment. We accept cash, personal checks, money orders, VISA, MasterCard and Discover. Checks and Money Orders should be made payable to 'Charter Township of Oakland'.

Resident/Non-resident Status: Any participant who resides in or pays taxes to Charter Township of Oakland is considered a 'resident'. Resident verification may be requested. A person who does not fit this description will be charged a non-resident fee. Oakland Township residents make significant contributions to the financing and operation of the Parks and Recreation Department through taxes.

Waiting List Procedure: Programs have maximums assigned. Waiting lists are a source of contact information and do not guarantee you'll receive a call back. You will receive a call back only if a space becomes available or a new class is added. Special requests cannot be honored.

Refunds: Registrants will receive a full refund for programs cancelled by Oakland Township Parks and Recreation. Registrants withdrawing more than four (4) business days prior to the program start date will receive a full refund. No refunds will be made if withdrawing less than four (4) business days from program date. All registrants wishing to withdraw in-person must do so during regular business hours Monday through Friday, 8:00am-4:30pm in person at 4480 Orion Road, or by phone at 248-651-7810. Refund checks are payable to the individual named on the receipt from registration and mailed to that individual's address. All refunds will be subject to approval by the Director of Parks and Recreation.