

City of Plymouth

Recreation Department



Class, Program and Registration Policies

City Commission Approval 6-2-14

- City of Plymouth Residency Rate Requirements- A City of Plymouth Resident is any person that resides within the City of Plymouth borders. At this time, because no taxes are put toward recreation services, Plymouth Township Residents, persons that live in Northville with Plymouth mailing addresses, as well as those who live in other communities do not qualify for the lower City of Plymouth resident rates.
- A signed Registration/Waiver Form must accompany all registrations. Registrations will not be accepted without the Registration Form and only the Parent/Guardian of the child may sign the waiver.
- The Recreation Department shall accept cash, check, Visa, MasterCard, American Express, and Discover.
- Registrations shall be accepted in person at the Recreation Office, online, via fax, and by mail if received by the deadlines established by the Recreation Department.
- All Classes will not accept new/late registrations after the first two weeks or after the first half of the class has been completed, unless allowed by the instructor.
- All customer requested refunds are subject to a \$10 administrative fee, and payment for any classes that have taken place at the time of the refund request. Any other applicable fees will be withheld unless the program is cancelled by the City of Plymouth Recreation Department.
- Wait lists and late registrations shall be taken at the discretion of the Recreation Department Staff and will not guarantee placements into programs off those lists.
- All classes will be cancelled should they not meet the minimum roster requirements. Participants will be notified at least 24 hours in advance regarding the cancellation.
- In order to keep our publications up to date, City of Plymouth photographers take pictures in a number of classes and programs. These photos are used for upcoming brochures, flyers, and other advertisements for City activities. If you do not want to be photographed, please let the photographers know when they enter the classroom.
- The City of Plymouth Recreation Department will not cancel any indoor classes due to weather related issues; any weather related cancellations would be made by the instructor.
- The City of Plymouth Recreation Department will not offer/sponsor classes that offer legal, medical, or financial advice. The class can rent the room and run as its own program, it will not however have any affiliation with the Recreation Department.
- Every instructor must sign and abide by the Instructor Agreement to be an instructor with The City of Plymouth Recreation Department. All instructors are considered Independent Contractors and are not City Employees.