

Sherwood Center for the Arts

22689 SW Pine Street, Sherwood, OR 97140 | 503.625.4ART
www.sherwoodcenterforthearts.org | arts@sherwoodoregon.gov

INFORMATION & POLICIES

- ➔ **SPECIAL ASSISTANCE** If you need special accommodations for registration or for activities and classes, please notify the Center for the Arts at 503.625.4278 or arts@sherwoodoregon.gov

- ➔ **REGISTRATION INFO & POLICIES** I have read, reviewed, understand and agree to the Registration Information & Policies on the next page. (These policies are also available on the Center for the Arts website at www.sherwoodcenterforthearts.org)

- ➔ **WAIVER & LIABILITY RELEASE** I hereby knowingly and willingly assume any and all responsibility for, and assume the risk of any and all injury or damage to my person or my dependent child that might arise directly or indirectly as a result of participation in activities or use of the Sherwood Center for the Arts. I hereby expressly release, discharge, indemnify and save and hold harmless from any liability, causes of action including negligence, claims, and demands and damages of an kind, the City of Sherwood, and all employees and volunteers in their capacities as representatives of the City of Sherwood, its directors, officers and agents. It is my intention by signing this release that the same is binding not only on me, but my heirs, administrators, executors, successors, and assigns.

- ➔ **REGISTRATION INFO & POLICIES**
 - Registration is required for all classes and workshops.
 - Registrations must be paid in full at time of registration. The Center for the Arts cannot take reservations or partial payments.
 - Registrations will not be processed until completed registration information and full payment are received.
 - All classes have a minimum number of registered students.
 - The Center for the Arts will cancel a class that has not reached the minimum requirement or for other extenuating circumstances. You will be notified within 3 days of the start date if the class has failed to fill. In the case of a cancellation, a full refund will be given.
 - If a class or workshop is full, you will be placed on a wait list. Payment of fees is not required for a place on the wait list.

- ➔ **WITHDRAWALS & CANCELLATIONS**
 - Cancellations of class registrations that occur prior to five (5) business days from the start of a class or workshop will be eligible for a full refund of payment. Cancellations within five (5) days will be eligible for an account credit. Cancellations within 48 hours of the start of the class will forfeit all class fees.
 - Account credits may be used for classes at the SCA, or any other program of the SCA. (Visiting productions and events that are not sole programs of the SCA are not eligible for use of account credits.)
 - Withdrawal from a class after the class has started will not result in a refund or credit of fees. Extreme cases will be considered.
 - Absences from classes will not be subject to refund or credit of pro-rated fees.

- ➔ **CODE OF CONDUCT**
 - All students are expected to exhibit appropriate behavior at all times while participating, being a spectator, or attending any program by the Sherwood Center for the Arts. The following guidelines are designed to provide safe and enjoyable programs and classes for all participants:



1. Be respectful of all participants and program staff.
2. Take direction from program staff and supervisors.
3. Refrain from using abusive or offensive language.
4. Refrain from causing bodily harm to self, other participants and staff.
5. Refrain from damaging equipment, supplies and facilities.
6. Refrain from harassment of staff or participants.

Failure to follow these rules may result in denial of program participation. The Sherwood Center for the Arts and the City of Sherwood strive to make your experience fun-filled, rewarding, inspirational and safe. Thank you for your cooperation!