

Registering for Programs: To register for any trips or programs, you need to fill out November's registration form and mail it or drop it off with payment by **Monday, November 1, 2021 to:**

**Portland Recreation
 212 Canco Rd., Suite A
 Portland, ME 04103
 ATTN: 62+ Program**

**Under no circumstances do we accept registrations over the phone.
 Registrations are first come, first served.**

**** Please note that due to the COVID-19 Pandemic, all trips are subject to change at any time. ****

Payment: You must send in your **full payment** with your registration form. **All checks and credit cards will be processed on or after Friday, November 5th.** Portland Parks, Recreation & Facilities offers the convenience of accepting MasterCard, Discover, American Express and Visa credit cards. The payment processing company charges a \$3 minimum service fee charge up to \$114 and 2.65% thereafter to cardholders who use this service.

Nonresidents: Due to the COVID-19 Pandemic, currently, we are not accepting nonresident participation.

Transportation: Our transportation cost is built into each activity's fee. If you wish to drive yourself to any activity, you may deduct **\$4 for in-town trips** and **\$5 for out-of-town trips** from each activity's cost. Also, we offer pick-ups / drop offs at the Marginal Way Park and Ride AND at your home. In an effort to reduce time spent on the bus, you have an opportunity to drive yourself to the Marginal Way Park and Ride for each trip. However, you may only deduct the transportation fee if you are driving yourself to the activity.

Pick-Up Times: After receiving your registration form, **we will call you 1-3 days prior** to each activity with your approximate pick-up time and to confirm your attendance to each event.

****Please be ready 15 minutes prior to your scheduled pick-up time, as they are approximate.**

Wait List: If you register for an activity that is filled, we will mail you a notice where you will see **"wait list"** marked on your pick-up sheet. If you do NOT get a notice, you can assume that you are on the list for the activity.

Cancellations: Please call our office at 808 - 5445 and speak to a staff member or leave a message by 9:00AM the morning prior to the activity you need to cancel in order to receive any credit for the cancelled activity.
PLEASE NOTE THAT THE TRANSPORTATION COST IS NONREFUNDABLE. IF YOU CANCEL AT THE APPROPRIATE TIME, YOU WILL BE REFUNDED THE COST OF THE ACTIVITY ONLY (IF NOT ALREADY PRE - PURCHASED.) IF WE CANCEL AN EVENT, YOU ARE CREDITED THE FULL PRICE OF THE ACTIVITY.

The 62+ Staff does hold the right to refuse to take you on a trip that you have signed up for if he / she feels that you will not be successful based on past events or occurrences. Staff will notify you if your name is removed from a list.

Credits: Credits are issued as follows:

- ★ If a seat or meal was reserved ahead of time, and we **cannot** find someone to take your spot, we **will not** be able to credit you for the activity for which you signed up.
- ★ Credit is kept on your 62+ Program account for use toward future trips. The credit must be used within the year; credit **IS NOT VALID** after 1 year. If you would like to have your money refunded by check, you must call the 62+ Office at 808-5445.

<p>Trip Reminders:</p> <ul style="list-style-type: none"> ● Please bring a water bottle on trips with you. ● Please be ready 15 minutes early. ● Please refrain from wearing perfume / cologne / aftershave on trips. ● Please be sure you have everything you need such as medications, water bottle, jacket, money and sunglasses. ● Please be respectful of 62+ Program staff and other participants. 	<p>COVID Guidelines:</p> <ul style="list-style-type: none"> ● Staff will be required to wear masks at all times while indoors and in city vehicles, regardless of private requirements or vaccination status. ● All participants are required to wear face coverings while in city buildings and transportation (including mini buses). ● Vaccinations are not required for participation, but strongly encouraged. ● All participants MUST follow COVID rules for each private venue that is visited while participating. ● Buses will be running at full capacity (14 passengers) and wiped down after each use. There is NO eating or drinking in city vehicles.
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