

Registration Is Easy – Here's How

MAIL IN



- Fill in the registration form. You can register for more than one family member per form.
- Enclose check or money order.
- Mail to: Neenah Parks & Rec. Dept.
P.O. Box 426
Neenah, WI 54957-0426

WALK IN



- Walk-in registration for all activities is accepted at the City Hall Office at 211 Walnut St.
- City Hall Office Hours are:
Monday - Thursday 7:30AM - 4:30PM
Fridays 7:30AM - 4:00PM

ONLINE



- Go to www.neenahgov.org, then to departments & Parks & Rec.
- Click Online Registration
- Enter your household ID number and primary phone number to log in.
(Contact us via phone or email to obtain your household ID number.)



SUNSHINE FINANCIAL ASSISTANCE PROGRAM: The NPRD believes in providing services and programs to CITY OF NEENAH RESIDENTS who wish to participate, regardless of ability to pay. If you would like more information on possible financial assistance, an application can be picked up in our office or printed on our website. Eligibility is determined on a case-by-base basis.



FEES: Resident / Non Resident: All registrants will either be a resident of the City of Neenah or a non-resident. Your residency is based on the city/town/village you pay taxes, not necessarily what your mailing address indicates. However, an increased non-resident fee will only be assessed for programs at the Neenah Pool (lessons and season passes) or when renting a facility.



RECIPROCITY AGREEMENT: Residents of the City of Appleton, City of Menasha and City of Neenah will pay the resident fee for all programs and facility rentals in each city. Please Note: This does not change the status of residency during registration dates. A City of Menasha / Appleton Resident is still considered a non-resident during the City of Neenah Resident Registration.



REFUNDS: Full refunds are made if NPRD cancels a program. All other cancellations must be done by contacting NPRD at 886-6060 at least 48 hours before a program begins. A \$5.00 service charge, per transaction, is applied to anyone who wishes for a check or credit card reimbursement (we do not refund in cash) OR 100% of the class fee can be applied to your household to be used towards any other activities at a later time.



ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: The NPRD is committed to meeting the needs of persons with permanent disabilities. Appropriate auxiliary aids and services may be provided as necessary, to enable you to fully participate in parks and recreation services, programs and activities. NPRD asks that you register and request accommodations as early as possible to ensure necessary accommodations can be coordinated, preferably a two-week notice.



ACTIVE DUTY MILITARY FAMILY WAIVER POLICY: The NPRD admires the sacrifice of military personnel and their dependents and wants to provide the support they need. Our department feels that these families should be able to enjoy the many parks, programs and facilities in our community. Therefore, a program is available to deployed military personnel and their dependents. For information visit www.neenahgov.org - departments – parks & recreation – permits, forms & applications.



ACTIVITY CANCELLATIONS: To find out a program has been cancelled due to weather, call our cancellation line 886-6068 or visit our website www.neenahgov.org - departments – Parks & Recreation – Cancellations