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Concord, MA 01742
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Minute Man Arc for Human Services, Inc. Recreation Policies

Registration

Registration for all activities requires a completed registration form and payment in full. Registrations are processed in the order in which both the form and payment have been received. If an activity is full, we will add the individual to a waiting list in order of registration form being received. If a registered individual cannot attend, we will reach out to the individuals on the waiting list.

Events like Bingo, Karaoke, and Dances do allow for drop-in attendance and payment collected at the door. Other Program Requirements paperwork does need to be on file.

Other Program Requirements

- Proof of COVID vaccine & boosters required
- Program Participation Waiver completed annually
- New or first-time participants need to schedule a meet and greet with the Recreation Coordinator, Alex Streisand.
- Use recreation@minutemanarc.org to email information. Emails sent to this address are received by multiple staff.

Refunds

Regular Recreation Session Classes. If an individual is unable to attend a session they registered for, a refund will be given until the start of first class (minus a 5% handling charge). If the cancellation is after the second class, refunds will be prorated based on the number of classes held at notification (minus a 10% handling charge on remaining classes).

People can observe for one class of the prior session to see if they may be interested in participating in future classes. Please make arrangements with the Recreation Coordinator to do this.

[Special Recreation \(Friday Evening/Weekend Events\)](#)

Friday evening or weekend activities can be refunded if withdrawn via email to recreation@minutemanarc.org three days prior to the event (minus a 10% handling charge). For sudden illness or hospitalization, a refund of 50% can be given up to the day of the event with Director's approval.

Activities on-site involving purchases of supplies such as special crafts, dinners, cooking, cookouts etc. can be refunded up to three days ahead of the event only if we are able to fill that spot with a person on the waitlist or a late registrant (minus a 10% handling charge). If we are unable to find a replacement for that person's slot, we will be unable to issue a refund.

Activities that involve outings with food or tickets purchased at the door can be refunded up to three days ahead of the event only if we are able to fill that spot with a person on the waitlist or a late registrant (minus a 10% handling charge). If we are unable to find a replacement for that person's slot, we will only be able to issue a refund for the non-prepaid ticket or food amount of the cost of the activity (minus a 10% handling charge).

* If the registered individual is in a non-MMA residential setting, please confirm with the Residential Manager that their staff will be available to provide staffing or transportation if needed for the entire session. We are not responsible for attendance issues due to another agency's staffing issues.

Refunds are processed as quickly as possible after the cancellation. We will not be able to apply a payment received for one activity to another activity as a credit. A check will be issued.

The Recreation Activities we offer are not supported or funded in any way by any governmental agency. We are always looking to provide new, fun and innovative offerings. These policies will allow us to continue expanding our offerings.

If you have any questions, please email recreation@mintuemanarc.org.