

# General Information

## GENERAL INFORMATION

For general information call the Township Recreation Department at 412.831.9000 ext. 256 Monday through Friday between 8:00 a.m. and 4:00 p.m. Select "Recreation Updates" during calls to this number after 4:00 p.m. on weekdays or all day Saturday and Sunday to get information on program changes and cancellations. All programs are subject to change.

## REGISTRATION

Advanced registration is required for all programs. Limited number programs are filled on a first-come, first-served basis. Please register as early as possible. PLEASE MAKE CHECKS PAYABLE TO USC RECREATION. NO PHONE-IN REGISTRATIONS WILL BE ACCEPTED.

\*Register in person at the Recreation Department during regular business hours: Monday through Friday 8:00 a.m.-4:00 p.m. (Check or money order accepted only.)

\*Register online at: [www.twpusc.org/rec](http://www.twpusc.org/rec) (Note: A small convenience fee will be added to the registration fee listed.)

\*Register by mail by sending registration form and appropriate payment to:  
USC Recreation  
1820 McLaughlin Run Road  
Upper St. Clair, PA 15241

Note: All mail-in registrations will be opened at the close of each working day received.

\*Evening registration hours:  
Wednesday, September 12 6:00 p.m.-8:00 p.m.

\*The Finance Department will add a \$20.00 service charge for any returned check.

\*No fee reduction will be made for missed classes or late registrations.

## CONFIRMATIONS

The Recreation Department will not mail out or make phone calls for reminders or confirmation of classes. You will be notified only if there is a program change or we are unable to register you for a requested class due to a class being full or canceled. If you do not hear from us, you have been enrolled in the class and should plan to attend the first day. You may, however, call the Recreation Department if you would like to confirm your registration. Registrations for full classes will be placed on a waiting list. You will be notified, your payment will be returned, and we will contact you if a space becomes available.

## REFUNDS

All refunds will be made according to the following guidelines:

1. Cancellations must be received prior to the first meeting day of any program unless otherwise noted. No refunds will be issued after the second meeting day for any reason.
2. Due to ordering requirements, specialty programs may have specific refund dates listed. No refunds will be given after these specified dates.
3. A \$5.00 administrative charge will be deducted from all refunds. No cash refunds will be given. Please allow 4-5 weeks for refund checks to be processed.
4. Participants in any program canceled by the Recreation Department will receive full or prorated refunds calculated on total program meetings.

## FEES

All recreation programs conducted by the Upper St. Clair Department of Recreation and Leisure Services have been designed to be self-sustaining. Most programs in past years have proved successful in generating enough revenue through fees to cover costs. However, fees are evaluated periodically and are subject to change so that recreation programming may continue to be self-sustaining. In general, any additional revenues obtained from increased fees compensate for increasing program expenses.

## CLASS CANCELLATIONS

The Recreation Department reserves the right to cancel or postpone any class that does not meet a minimum number of class participants. **Early registration is encouraged to prevent class cancellations.** Every effort will be made to reschedule sessions missed during a program for unanticipated cancellations. However, rescheduling cannot be guaranteed.

## UPPER ST. CLAIR ATHLETIC ASSOCIATION

The Upper St. Clair Athletic Association is a volunteer organization which coordinates the following athletic programs in the community: Spring/Summer Baseball and Softball, Fall Soccer, Traveling Spring Soccer, Fall Football, Winter Basketball, Winter Wrestling. For information, please call 412.835.4499 or visit the Website: [www.uscaasports.org](http://www.uscaasports.org).

## UPPER ST. CLAIR MULTIPURPOSE ROOMS, RECREATION CENTER, AND PAVILION

The Multipurpose Rooms located in the Township Municipal Building are available to residents for meeting use throughout the year. Restroom facilities are located near the rooms. Specialized rooms for Recreation Department classes such as clay sculpture or ceramics also are located near the multipurpose rooms.

The Recreation Center is available to residents for use throughout the year for private functions. Use of the facility includes use of the pool table, ping-pong table, kitchen, and restrooms.

The Pavilion in Boyce Mayview Park is also available for use by residents.

Please contact the Recreation Department at 412.831.9000, extension 256, for usage requests, fees, and availability of these facilities.

## TOWNSHIP PARKS

Baker, Beadling Soccer Field, Boyce Mayview, Brookside, Byrnick, Clair, Gilfillan, Hays, Johnston, Morton Field Complex, McLaughlin Run Municipal, Ravine, Trotwood Hills, Tustin, and Wiltshire.

All these listed locations owned by the Township are intended for the use and enjoyment of Township residents and organizations.

*If fees or special regulations for use of any of the locations have been set, residents may obtain permits for use from the Township. Nonresident use is by written permission only to ensure proper scheduling.*

The Parks and Recreation Board of Upper St. Clair Township is an Advisory Board to the Township Board of Commissioners. This Board meets the 4th Tuesday of every month at 7:30 p.m. in the Library Multipurpose Room. *There is no meeting in December.*

If you have suggestions or ideas, please contact the following board members:

William Barnard	Thomas Browand	Roger Hartung
Kelly Bakayza	Don Rectenwald	Diane Morris
		Jennifer Schuler