

RIEKES CENTER ENROLLMENT APPLICATION

3455 Edison Way, Menlo Park, CA 94025 main: 650.364.2509 fax: 650.261.6006

Student Information:

Name: _____	Date: _____
Birth Date: ____/____/____ Gender: M F	School: _____
Student Email: _____	
Student Cell Phone: (____)____-_____	Grade: _____

Family Information:

Parent/Guardian: _____	Home Phone: (____)____-_____
Parent/Guardian: _____	Cell Phone: (____)____-_____
Address: _____	Work Phone: (____)____-_____
City: _____ Zip: _____	Emergency Contact: _____
Primary Email: _____	Emergency Phone: (____)____-_____
Immediate Family Currently or Previously Attending: _____	

Admission Information: *(please check the appropriate box)*

How did you hear about the Riekes Center? (Please circle)		
<input type="checkbox"/> Family Member	<input type="checkbox"/> Internet Ad	<input type="checkbox"/> Coach or Teacher: Name: _____
<input type="checkbox"/> Search Engine/Browsing or Newspaper Ad	<input type="checkbox"/> Poster or Flier	
<input type="checkbox"/> Friend: Name: _____	<input type="checkbox"/> Other: _____	

Signatures Needed:

Initial application forms completed and signed:	
I have read, understand and agree to uphold the Riekes Center Philosophy, Values, and Policies	
Signature: _____	Date: _____
I have read, understand and agree to uphold the Riekes Center Payment Policies	
Signature: _____	Date: _____

AGREEMENT AND RELEASE FROM LIABILITY

VOLUNTARY ENROLLMENT

I, _____, the undersigned participant or parent or guardian ("Releasor"), acknowledge that I have voluntarily enrolled myself and/or my child _____ (individually or collectively "Participant") in a program of strenuous physical activity, which may include, but is not limited to, such activities as weight training, aerobic machinery exercises, sport-specific drill work and agility training (the "Training Program"); and/or hiking, outdoor camping, and wilderness activities (the "Nature Studies Program"); and/or chemicals used for the development and processing of black and white photography (the "Photography Program") (collectively, the "Programs") offered by the Riekes Center for Human Enhancement (the "Riekes Center") and at any and all other locations involved in any of the Programs offered at the Riekes Center.

ASSUMPTION OF RISK

Participant is aware that the Programs and/or use of the Riekes Center facilities may involve activities that may be considered hazardous. Participant is voluntarily participating in any Program with knowledge of the danger involved. Participant understands that it is his/her responsibility to obtain a physical examination from a medical doctor to determine his/her present health and medical condition before beginning a Training Program or activity. By placing my initials below, Participant hereby agrees to accept any and all risk of injury or death to Participant relating to the any of the Programs or use of the Riekes Center facilities.

(initials)

RELEASE

As consideration for being permitted by the Riekes Center to participate in any of the Programs and use of facilities, I hereby agree that I, my assignees, heirs, distributees, guardians, and legal representatives or my enrolled child or such enrolled child's assignees, heirs, distributees, guardians and legal representatives, will not make a claim against, sue, or attach the property of the Riekes Center and any of its affiliated organizations for injury or damage resulting from the negligence or other acts, howsoever caused, by any employee, agent, or contractor of the Riekes Center or any of its affiliated organizations as a result of my participation in any of the Programs. I hereby release the Riekes Center and any of its affiliated organizations, its employees and agents from all actions, claims, or demands that I, my assignees, heirs, distributees, guardians, and legal representatives, or that my enrolled child or such enrolled child's assignees, heirs, distributees, guardians, and legal representatives, now have or may hereafter have for injury or damage resulting from my or my enrolled child's participation in any of the Riekes Center's Programs.

COMPLIANCE WITH RULES

Participant agrees that he/she will abide by all rules and regulations regarding any of the Programs that may be established by the Riekes Center or its agents. Participant understands and agrees that if the Riekes Center or any of its agents determines that Participant has violated any of the Riekes Center's rules or regulations, Participant may immediately be discharged from any of the Programs and the Riekes Center's facilities without any reimbursement for any payment to the Riekes Center.

TALENT RELEASE

I consent without further consideration or compensation to the use (full or in part) of all videotapes or still photographs taken of me or by me and/or recordings made of my voice in whole or in part by the Riekes Center for the purposes of illustration, broadcast, or distribution in any manner.

(initials)

KNOWING AND VOLUNTARY EXECUTION

Participant has carefully read this agreement and fully understands its contents. Participant is aware that this is a release of liability and constitutes a contract between Participant and the Riekes Center and/or its affiliated organizations, and executes it voluntarily. This constitutes the entire agreement between Participant and the Riekes Center regarding the subjects contained in this Agreement, including assumption of risk, release from liability, and compliance with the Riekes Center's rules and regulations. This agreement may only be amended in writing, signed by Participant and an executive officer of the Riekes Center.

Executed at _____, California, on _____, 20____.
City Date

Signature of Releasor

Type or Print Name

DECLARATION OF WITNESS

I certify that _____ acknowledged in my presence that he/she had read and fully understood the meaning and consequences of the foregoing release, and signed it in my presence.

Executed at _____, California, on _____, 20____.
City Date

Signature of Witness (Riekes Center Employee)



Welcome!

I'd like to welcome you to the Riekes Center for Human Enhancement. The Riekes Center is a nonprofit mentoring organization that uses the Creative Arts, Athletic Fitness, and Nature Studies to help students define and accomplish their individual goals, build character and learn transferable life skills. Not only is it a responsibility of each participant, but also it is a core value at the Riekes Center, to create an environment where all students, all goals, and all interests are equally important. It is crucial that each participant (you!) adhere to the following responsibilities:

Honest Communication

There is no comparative analysis between students at the Center.

Our mission—to create the best possible opportunity under the core values of enhancement—requires your critique and input. There are no “dumb” questions.

Self-Supervision

Students are responsible for (a) scheduling sessions, (b) coming to appointments on time, and (c) making payments in a timely manner.

All students must check in with the front desk upon arrival and check out upon departure.

You must take responsibility for your behavior at the Center. Our motto, “**Leave this place better than you found it,**” refers both to the effect the Riekes Center has on each student and the effect each student has on the Center. Therefore, we expect each student to act like a responsible conservator of the environment.

Cigarettes and tobacco products, alcohol, illegal substances of any kind, and weapons are unequivocally prohibited anywhere on or near the premises.

Sensitivity to Others

It is important that the student body at the Center exist in non-judgment and mutual respect. The Riekes Center is a collection of the thoughtfulness and energy, which each individual places in the environment.

We believe in making every student welcome to the Center. As part of this effort, we will try to introduce you to as many other students as possible. We encourage you to practice sensitivity to others during introductions. Try to see things through the eyes of others and make everyone feel welcome and important.

No profanity is allowed.

The Riekes Center is proud to be a part of the Fair Oaks residential neighborhood. Please drive carefully, keep your music at a low level, and maintain the integrity of our neighborhood. To avoid creating neighborhood traffic congestion, please enter and exit Edison Way from Fifth Avenue. Pick up and drop off passengers only in our parking lot and never in the street.

RIEKES CENTER POLICIES

The following guidelines have been created to help you enjoy your experience at the Riekes Center. Please abide by this honor code. We take it very seriously.

- All students must arrive on time for scheduled training sessions. Any student arriving more than 10 minutes after a scheduled training time will forfeit that session. Students must abide by the training policies set for each program.
- Students not on the schedule will not be allowed to train.
- The Riekes Center exists as a classroom; whether it's the recording or film studio, weight room or basketball court, therapy offices, or field station. No one is allowed to participate at the Riekes Center without prior scheduling. Visitors and parents are welcome to schedule guided tours through the Center. However, they must remain in the waiting area during student participation.
- You may only use the machines and weights that are listed on your workout.
- You may use the basketball court at any time if 1) you have finished your workout for that day and 2) no one is using the court for drills. Please do not wear dark-soled shoes on the court.
- You may use the baseball cage for hitting if 1) you have finished your workout for that day and 2) you sign out for bats, balls, and helmets.
- We are glad to provide towels to our students. We ask that you return them to their proper place after use.
- Please use a towel to wipe off the machines after each use.
- Please re-rack your weights and replace all equipment when you are finished using it.
- Please enjoy our kitchen area while at the Center. Please do not take any food outside of the kitchen and onto the workout floor.
- There is a phone in the reception room for local calls. Please do not use any of the phones in the office areas.

*With Great Respect,
Gary Riekes*

RIEKES CENTER PAYMENT POLICIES

1. All monies received and retained by the Riekes Center for Human Enhancement (the "Riekes Center") are nonrefundable.
2. There is a one-time application fee of \$75 for all new students. Family members of active students pay a one-time application fee of \$25.
3. The Riekes Center does **not** prorate, refund, or place tuition "on hold" for vacations, holidays, or nonattendance.
4. Tuition for the **initial** month **is** prorated if your program evaluation does not fall on the 1st – 6th of the month.
5. For regular monthly billing, the Riekes Center must be notified in writing for intent to cancel program membership after the Initial Contract Period. To ensure your account is not billed, we should receive written cancellation notice 5 days before the inactive date (e.g., cancellation for June 1 should be received by May 26). If the Riekes Center receives written notice of cancellation **after** billing your account (e.g. cancellation for June 1 received June 4), prorated refunds will be processed according to the following schedule:
Notice received from the 1st through the 7th of the month – 75% refund of current month's tuition.
Notice received from the 8th through the 14th of the month – 50% refund of current month's tuition.
Notice received after the 14th of the month – no refund of current month's tuition.
6. For programs on a 3 or 6 month contract, there will be a one month penalty fee to cancel any contracts prior to their end date (e.g., a 3 month contract on a monthly rate of \$325 per month that ends March 31st must be fulfilled to that date. If you wish to discontinue prior to March 31st, the cancellation fee will be \$325).
7. Tuition and other Riekes Center fees will be charged monthly, session based or one-time only by automatic Visa or MasterCard charge.
8. The Riekes Center does **not** invoice those who elect not to provide a credit card for automatic monthly debit. Cash or checks must be received by the 5th of the month.
9. **Cancellation/No Show Fee: Personal Training only.** The Riekes Center requires a minimum 24-hour notice to cancel or reschedule a 1-on-1 appointment with a coach or instructor. Failure to show up for a scheduled appointment will also result in an \$80 charge to your account. **Private Creative Arts Lessons:** The Riekes Center requires a minimum 24-hour notice to cancel or reschedule.
10. **Returned Check Fee.** A \$25.00 fee will be charged for any returned checks or credit card charges.
11. **Past Due Fee.** Accounts 60 days or more past due are subject to a \$25.00 late fee.
12. **Collection Agency Fees.** If a collection agency is commenced to enforce the collection of any fees, the party responsible for the student's tuition payment (the "Responsible Party") will be required to pay any stated fees determined by the collection agency. If litigation is commenced to enforce this agreement, the prevailing party shall be awarded court costs and reasonable attorney fees as determined by the court.

Scheduling

1. Please notify the Riekes Center regarding schedule changes at least 24 hours in advance. Any appointment, lesson, or class cancelled with less than 24 hours notice will be charged the cancellation/no-show fee of \$25 per missed session.
2. If a student arrives more than 10 minutes late for a scheduled appointment, lesson, or class, the appointment will be considered a missed appointment.
3. Missed appointments are not refunded.
4. Part or all of the facilities may be closed for maintenance, repairs, expansion, renovation, leagues, tournaments, special events or holidays. Tuition will not be reduced, suspended, or refunded during this time.

Environment

1. The Riekes Center exists as a classroom in the form of creative arts studios, weight room or basketball court, therapy offices or field station. No one is allowed to participate at the Riekes Center without prior scheduling. Visitors and parents are welcome and encouraged to schedule guided tours through the Riekes Center; however, all non-participants must remain in the waiting area during student participation.
2. Riekes Center property willfully lost, destroyed, or damaged by a student must be replaced or repaired at the expense of the Responsible Party.
3. In the event that a student violates any of the rules, regulations, or conditions of enrollment herein contained or posted on the Riekes Center premises, or conveyed by Riekes Center staff or management, the Riekes Center may suspend or terminate the enrollment without tuition refund.

PROGRAM PRICING 2012



WHERE GOALS AND DREAMS BECOME REALITY

ATHLETIC FITNESS

<u>PROGRAMS</u>	<u>COST</u>	<u>SCHEDULE</u>	<u>AGE</u>
RISE-UP	\$650/ 6 weeks	3 days per week	9 & up
Pinnacle	\$450/ month	unlimited	14 & up
Elements	\$200/ month	2 days per week	9 – 12
SMART	\$100 /month	unlimited	18 & up
Personal Training	\$80/ session	unlimited	18 & up
CORE	\$200/ month	3 days per week	13-18
Customized	\$80/ session	unlimited	all ages
OTRA	\$20/ week or \$80/ month	unlimited	18 & up
BodPod Tests	\$50/ test	appts. Mon – Sat	all ages

CREATIVE ARTS

<u>PROGRAMS</u>	<u>COST</u>	<u>SCHEDULE</u>	<u>AGE</u>
Music Lessons			
Private Lessons	\$215/ month	once per week	5 & up
Band Class	\$90/ month	once per week	13 & up
Video			
Private Lessons	\$280/ month	once per week	all ages
Film Class	\$150/ month	once per week	all ages

Sport Highlight Reels and Video Production Services available! Call (650) 364-2509 for details.

Hip Hop & Spoken Word			
Private Lessons	\$65/ hour	appts. Mon – Sat	all ages
Recording Sessions	\$65/ hour	appts. Mon – Sat	all ages
Photography – B&W and Digital			
Private Lessons	\$65/ hour	appts. Mon – Sat	10 & up
Darkroom Rental	\$10/ hour	appts. Mon - Sat	13 & up
Art			
Private Lessons	\$280/ month	once per week	all ages
Art Class	\$125/ month	1.5 hours per week	ages 8-18

NATURE AWARENESS

Pricing and programs for summer camps, expeditions, and adventure sports vary. Please contact the Nature Awareness Department at (650) 364-3405 or by clicking the Nature Awareness tab at www.riekes.org.