

Verification of Eligibility

1. **All prospective residential member (s) (PRM)** must register at the Tax Department in the Village of Evendale Administrative Building, 10500 Reading Road. If PRM **has not** registered at the Tax Department, the PRM **can** complete the Village of Evendale Income Tax form, (the PRM will seal the form in Department envelope.) The Department will issue a Temporary ID pass (es), and PRM can have his/her/their photos taken at this time. **Payment is required** for all requested memberships and, if photo taken, ID card (s.) Falsification of residential information by PRM will result in forfeiture of membership (s) and ID card (s) payment. Upon verification by the Tax Department, the Department will issue the permanent ID card (s) to the resident (s.)
2. Before a permanent, full-time employee working within the Village of Evendale boundaries can purchase a **business membership**, the prospective member must complete an application form and **submit proof of Evendale payroll tax (a pay stub.)**

Member Identification (ID) System

The Village of Evendale Recreation Commission and Department of Recreation think that a well-administered identification (ID) system will allow individuals with authorization access to the Village's recreation facilities, therefore providing the best leisure opportunities, safety, and security for those concerned. No privileges to recreation facilities will be allowed without proper identification.

1. Every member over three years old must have a photo identification card to use any recreation facilities.
2. The ID processing fee is \$5.00 per person. ID registration/procedure will occur only during regular operational hours.
3. ID processing is free in the first three months for new residents. After this time period a \$5.00 fee, in addition to membership fee(s), will be charged.
4. Each year, when patrons purchase a membership, patron(s) ID cards will be updated to reflect the membership purchased. Children, between the ages of 3-17 years, must renew their ID card every three years. (Specified year will be announced)
5. If a member wants to use an area that requires an **entry card** and the member **does not** present their ID card, the member will be admitted **only** if an alternate form of **photo identification** is produced.
A member who wishes to use recreation facilities and does not bring his/her ID to a facility, will be assessed a \$1.00 charge. In addition, if a member does not bring his/her ID to the facility, verbal approval must be given to a member(s) or guest(s) to use a facility by full-time staff, a full-time staff person on duty, or a designated employee with authorization to give approval.
6. A person who loses his/her ID must purchase another card. The replacement fee is \$5.00.
7. Children under the age of 10 years must be supervised by a responsible person 13 years of age or older.
8. Completion of Waiver For Participant and/by Parent. Completion of Family Medical Form.