



## Mission Statement

To enhance the quality of life for all Torrington Residents

- Offer a diverse cultural community and special event activities for the community.
- Offer a full array of informational services for all leisure activities and organizations.
- Provide professional department assistance to all community groups.
- Provide quality leisure opportunities in a safe and healthy atmosphere.
- Provide a well-maintained park system and recreational facilities.
- Provide a comprehensive Master Plan for future park development.
- Preserve open space for future generations.
- Impact the quality of life in a positive way.

1. Registration and payment for trips and leagues must be made in person at the Torrington Parks and Recreation Office, located inside the Armory at 153 South Main Street.
2. Registration for all programs, lessons etc. may be made either in person or be mailed to the Torrington Parks and Recreation Department, 153 South Main Street, Torrington, CT 06790. Mail-in registrations MUST be post-marked one week prior to the starting time of any program.
3. Please observe any deadlines indicated. ABSOLUTELY **NO** LATE REGISTRATIONS ARE ACCEPTED - THEY WILL BE RETURNED. Registrations are accepted on first come, first served basis.
4. Torrington residents are given first priority to register for all programs. Non-residents may register for programs on an availability basis one week prior to the start of the program. This does not apply to adult sports leagues, lessons and trips.
5. A *limited* number of scholarships are available through the Torrington Parks and Recreation Department. Please contact the Recreation Office if you need financial assistance. Scholarships are determined by class size and program and are accepted on a first come, first served basis.
6. When enrollment is insufficient, classes and/or leagues may be canceled and/or combined. All programs in this brochure are subject to change.
7. If the program you wish to register for is full, you will be placed on a waiting list and will be notified immediately in the event that there is an opening in that program.
8. If a program is cancelled by Torrington Parks and Recreation, a full refund or credit will be given.
9. Requests made two weeks or more prior to the start of any program will be refunded. However, once a program has already started, absolutely **NO** refunds or credits will be given unless there are medical reasons, accompanied by a written physician's note.
10. Up until two weeks before the date of a trip, one may request a full refund or credit only if the program's minimum participant requirement is still met. Otherwise, there will be no refunds on trips. If a trip is cancelled by Torrington Parks and Recreation, a full refund or credit will be given.
11. To receive a refund, a written request must be submitted. Refunds take approximately 2 weeks to process.

**PLEASE NOTE:** Parking is **not** allowed in the Litchfield Insurance Group's parking lot, located on the side of the Armory. Parking is available in the Fuessenich Park parking lot for anyone entering the Armory.

