

**TOWNSHIP OF LOWER MERION**  
***Department of Parks & Recreation***

<h1 style="margin:0">GENERAL FACT SHEET</h1> <h2 style="margin:0">PROGRAM</h2>
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**Registration Information**

You will be considered registered for a program only after the proper forms and fees are received. Payment is due at the time of registration. Checks should be made payable to “**Treasurer, Lower Merion Township**”.

**The Return Check Fee for the Township of Lower Merion is \$50.** Registrations without accompanying fees will NOT be processed. Non-residents (including Narberth Borough) will have a higher registration fee. Where a fee is charged, participants cannot split sessions or register and pay for part of a program. **Note: If you plan to register in the office, you may pay by debit/credit card (fees apply), check or cash.**

**Registration Priority**

Lower Merion Township residents will have priority when registering for programs. Registration for Non-Residents will begin two (2) weeks after Resident registration has begun.

Registrations will be processed as received according to residential priority. Walk-in program registrations receive priority over mailed registrations. Faxed and emailed program registrations will not be processed until payment has been received. If a program reaches the registration limit, a wait list will begin. *Please see Wait List Fact Sheet.*

If a program historically reaches its registration limit, registration can be limited to Lower Merion residents only.

**Cancellations**

The Township reserves the right to cancel scheduled program times, location and/or activities due to insufficient registration or poor weather conditions.

Due to poor weather conditions, classes and/or programs may need to be cancelled. Please be sure your contact information is up-to-date, as email will be our primary point of contact.

**Refunds**

Refunds will be given only if the reason for the request meets an established set of standards.

**All refunds will be assessed a \$20.00 administrative fee.** *Please see Refund Fact Sheet.*

**Special Accommodations**

If anyone seeks special accommodations, please contact the Department at least two weeks prior to the beginning of the program.

**Contact Information**

Department of Parks and Recreation  
75 East Lancaster Avenue  
Ardmore, PA 19003-2376  
Located in the Township Administration Building  
OFFICE: 610.645.6220 • FAX: 610.645.4777  
[recreation@lowermerion.org](mailto:recreation@lowermerion.org)

**Hours of Operation**

Monday – Friday, 8:30am – 4:30pm