



**CITY OF WATERBURY  
DEPARTMENT OF PUBLIC WORKS  
BUREAU OF RECREATION**

**ONLINE ACCOUNT CREATION PROCEDURE**

An adult, parent or guardian (over 18 years of age) must create an account on [www.waterburyparksrec.com](http://www.waterburyparksrec.com). All accounts are subject to approval prior to use online. You will be notified by email when and if your account is approved.

Creating an account is a one-time event that allows you utilize they online system. It is not a registration by itself.

1. Enter the primary adult first.
2. Add other members of your household from the Account Members portion of your account.
3. You can now register for programs or request a facility for an event.

At the time of the registration for any program or facility request you will need to agree to certain waivers, rules, regulations and policies (you will be able to read these documents at the time of registration). All of these documents can also be found online under the General Info drop down menu located in the blue bar at the top of the screen. Once in the General Info drop down menu select Dept Info to find all of the documents and any forms you may need.

All payments will be online in the form of a Mastercard or Visa Debit/Credit card. Receipts will be provided online through email.