



# Multi-Purpose Facility Cancellation Request / Change of Rental

Date: \_\_\_\_\_

Renter's Name: \_\_\_\_\_

Date and Time of Rental: \_\_\_\_\_

Rental Room(s): \_\_\_\_\_

## Cancellation of Rental Reservation

I wish to cancel my rental reservation with the City of Lake Worth for the reservation referenced above.

I understand that the deposit will be refunded in full.

I understand that the rental fees will be refunded as follows:

### **Monday through Thursday rentals:**

10 days or more notice prior to the rental date – Full Refund of Fees minus a \$25.00 Administration Fee

6-9 days notice prior to the rental date – 50% refund of fees

5 days or less notice prior to the rental date – No refund of fees

### **Friday through Sunday rentals and Holiday Rentals:**

90 days or more notice prior to the rental date – Full Refund of Fees minus a \$25.00 Administration Fee

31-89 days notice prior to the rental date – 50% refund of fees

30 days or less notice prior to the rental date – No refund of fees

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

## Change of Rental Reservation

I wish to change my rental reservation with the City of Lake Worth for the reservation referenced above.

I understand that if I choose to change my reservation the rental deposit and rental fees that I currently have deposited with the City of Lake Worth will be used toward my new rental deposit and rental fees. If there is a balance due for the new rental reservation (rental fees and/or deposit amount) it will be required to be paid at the time of this request. If there are any monies owed to me the refund will be processed and returned within three weeks of this request. The rental deposit will be refunded in accordance with the Rental Rules and Regulations Agreement.

Current Rental Date: \_\_\_\_\_

Rental Times: \_\_\_\_\_

Room(s): 1 2 3 Kitchen

New Rental Date: \_\_\_\_\_

Rental Times: \_\_\_\_\_

Room(s): 1 2 3 Kitchen

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date