



Parks and Recreation

Inclement Weather, Cancellations, and Re-schedules Acknowledgement

Renter's Name: _____

Rental Date: _____

Organization (If Applicable): _____

Rental Location: _____

Event Type: _____

Inclement Weather: (Including but not limited to, rain, thunderstorm, or high winds) that prohibits scheduled use.

Renter must notify the Parks Department by the **next business day, no later than 5:00 pm**, to request a re-schedule. **Failure to request the re-schedule will result in forfeiture of fees previously paid for the original reservation day.**

The Park Department will attempt to re-schedule the reservation at no additional charge if the requested re-scheduled date is within 30 days of the original reservation, depending on availability. If the Parks Department is unable to accommodate a re-schedule date during the 30 day time frame, a **75%** refund will be provided. If the individual or group is unable to work with the re-schedule date offered within the 30 day mark a **50%** refund will be provided.

Renters Initials: _____

Cancellations: (Full Refunds are Not Provided)

15 Days or Greater – Renter is eligible for a 75% refund

14 to 7 Days – Renter is eligible for a 50% refund

6 Days or Less – Renter is **NOT** eligible for refund

Renters Initials: _____

Re-Scheduling: (Re-schedule date shall not exceed 30 days from original reservation date.)

Renter shall pay a **\$25.00 Administrative Fee** for **each** re-reschedule request

Re-schedule requests made **less than 7 days** in advance shall **not be eligible for a re-schedule or refund.**

Renters Initials: _____

***Fees listed above do not pertain to Refundable Deposits.**