

**Parks, Special Events, Jensen Visitor Center and Community Center Refund Policy:**

To cancel a reservation, a seven (7) working day advance notice is required to receive a full refund minus a \$5.00 handling fee. If a cancellation is made with less than seven (7) working days, only 50% of the reservation fee will be refunded. If cancellation is made with less than three (3) working days, no refund will be given.

**Recreation Program Refunds**

The Parks and Recreation Department will withhold \$5.00 of the registration fee for administrative costs. Refunds will not be issued once teams/rosters, practices, or games have been established. We understand that there will be unforeseeable circumstances, and these will be handled on a case by case basis, by the Recreation Staff. Refunds will be processed within ten (10) business days of the withdrawal of the program.