

*City of Renton Community Services Department
Recreation Division*

Request for Refund/Account Credit

General Programs: To be eligible for a refund/credit, a written request must be submitted at least 7 days prior to the start of the program.

Adult Leagues: No refunds will be issued to athletic teams, for league play or tournament play, if the request is made after schedules have been completed.

Picnic Shelter/HMAC Party Tent/HMAC Group purchase: To be eligible for a refund/credit, a written request for cancellations and/or changes (date/time/location/etc) must be submitted at least 14 days prior to the reservation date. The refunded/credited amount for cancellations will be 50% of the reservation fee. There is a \$30 fee for rescheduling. No refunds/credits will be issued for cancellation requests submitted less than 14 days prior to the reservation date, and no changes (date/time/location/etc) can be made at that time.

Facility Rental (Renton Community Center, Highlands Neighborhood Center, N Highlands Neighborhood Center, Renton Senior Activity Center, and Athletic Fields): Please refer to your specific rental agreement for specific cancellation policy or inquire at the Renton Community Center front desk. Policies are specific to type of event and room reserved, and may be different than the policy listed above.

There will be no other refunds, except in the case of an emergency. Full refunds will be made for any program cancelled by the City of Renton Community Services Department. Refund process is dependent upon the original method of payment (paid by cash/check – a refund check will be cut and mailed in 4-6 weeks/paid by credit card – a refund will be applied to the same credit card account in 1-2 weeks.)

Refund

Credit ↑

Participant Name: _____

Parent Name: _____ Email Address: _____

Complete Address: _____

Phone (home): _____ (work/cell): _____

Class/Program Name: _____ Class/Program Number: _____

Rental Date: _____ Rental Number: _____

Reason for Request (please be specific):

Signature: _____ Date: _____

Received by: _____ Date: _____

For Official Use Only

Approved: Yes ↑ No ↓ Program/Rental Fee: _____

Less Cancellation/Change Fee: _____

Total Refund/Credit: _____

Coordinator Signature: _____ Date: _____