

**POLICY TITLE:**

**REFUND POLICY**

**POLICY NUMBER: 3080**

The District recognizes that in some situations, it may be necessary to refund fees or issue credits previously paid for recreation programs, services, events, rentals, and other fee related activities. The District’s refund policy is available on the district’s website.

**3080.1 Recreation Programs (All):**

1. All refund request must be made in writing by the individual who completed the original registration form.
2. Full refunds will be issued if the program is cancelled by the District.
3. Refund request made after the program has started will be considered on a “case by case” basis. As a general rule, a program refund request will not be granted after the program has started unless there are extenuating circumstances.
4. Refunds will not be given for teams registering for youth or adult sports programs, which include leagues, tournaments, or related activities.
5. Refunds will be determined using the information below. Refunds will only apply for program fees.
  - 7 calendar days or more = 100% refund
  - Less than 6 calendar days = 0% refund/credit

*A full refund or credit will be issued when you have provided the district with a written doctor’s note*

**3080.2 Facility Rentals**

1. Kay F. Dahill Community and Recreation Centers
  - Ninety calendar days or more prior to the event = 100% refund/credit
  - Sixty calendar days or more prior to event = 75% refund/credit
  - Thirty calendar days or more prior to event = 50% refund/credit
  - Fourteen calendar days or less prior to event = 0% refund/credit
2. Picnic Site and Gym Rentals
  - 15 calendar days or more prior to rental = 100% refund/credit
  - 8-14 calendar days prior to rental = 50% refund/credit
  - 7 calendar days or less prior to rental = 0% refund/credit

**3080.3 Refunds/Credits Issued**

1. No refunds or credits will be issued after a program or rental ends – no exceptions.
2. Credits are valid for a period of six (6) months. After (6) months they are no longer valid.