



SUNRISE RECREATION & PARK DISTRICT
 7801 Auburn Blvd., Citrus Heights, CA 95610
 (916) 725-1585 www.sunriseparks.com

RENTAL REFUND REQUEST

Date: _____

Payee Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I am requesting a refund for the cancellation of (Facility) _____
 on _____.

Reason for cancellation request: _____

 Signature

 Date

CANCELLATION POLICY

There is a \$30.00 service charge for all facility, picnic, and pool refunds.

FACILITY RESERVATIONS: Cancellation requests made more than 60 days in advance of the reservation date will receive a full refund less service charge. Cancellations less than 60 days in advance of the reservation date will receive a refund of 50% of the rental hours and off duty security, the District will retain the security/cleaning deposit and service charge. There is no refund for cancellation requests less than 30 days in advance of the scheduled reservation date.

PICNIC/POOL RESERVATIONS: A full refund, less service charge, will be issued for requests made more than 30 days in advance of the reservation date. There is no refund for cancellations less than 30 days of reservation date. Refunds or credit will be given if it's raining on the day of the picnic rental. The District Office must be contacted by Wednesday of the following week to insure refund/credit. **NO REFUND** will be issued for pool rentals if it's raining the day of the reservation.

The District reserves the right to adjust the policy depending upon the severity and the circumstances of the situation.

FOR OFFICE USE ONLY

Rental Fees \$ _____

Received by _____

Security \$ _____

Date _____

Deposit \$ _____

Receipt _____

Total Charges \$ _____

Facility Use # _____

Less Service Charge <\$ _____>

Approved _____ Date _____

TOTAL REFUND \$ _____