



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: _____ E-mail: _____

I am requesting a refund for the cancellation of _____
 Facility
 on _____
 Date

Reason for cancellation request: _____

CANCELLATION POLICY

There is a \$30 service charge for all Facility, Picnic and Pool refunds.

FACILITY CANCELLATION: 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: More than 30 days in advance of the reservation date a full refund will be issued, less service charge. There is no refund for cancellations less than 30 days of reservation date. Refunds or credit will be given if it is 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 is 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			
Hourly Charges	\$ _____	Received by	_____
Security	\$ _____	Date	_____
Deposit	\$ _____	Receipt	_____
Total Charges	\$ _____	Facility Use #	_____
Less Service Charge	<\$ _____ >	Approved	_____ Date _____
Less Hourly Charges	<\$ _____ >		
TOTAL REFUND	\$ _____		