



City of Holton

430 Pennsylvania Ave., Holton, KS 66436
785-364-2721 www.holtonkansas.org

PARKS & RECREATION REFUND REQUEST

Person Requesting Refund _____

Address _____

Name of Participant _____

Activity Dropped _____ Program Start Date _____

Credit Requested

- _____ 90% Program/Activity cancelled 7 days or more before start date
- _____ 50% Program/Activity cancelled within 7 days before start date
- _____ 100% Program/Activity cancelled by department
- _____ 90% Shelter/Building Rental cancelled 14 days or more before reservation date

Reason for Refund _____

Refund Amount _____

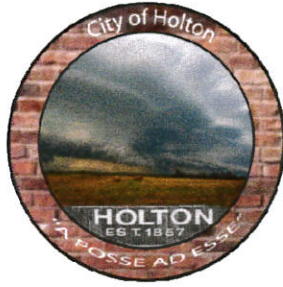
Request Completed by _____ Date _____

Director Approval _____ Date _____

ADMINISTRATIVE USE

Date Refund Issued _____ Amount of Refund _____

Check Number _____ Date check mailed _____



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PARKS & RECREATION REFUND POLICY

A full refund will be issued for programs, shelter reservations or building rental reservations cancelled by Holton Parks and Recreation.

Registrations cancelled by the participant at least seven (7) days prior to the program start date will receive a 90% refund. A 50% refund will be issued if Parks and Recreation is notified less than seven (7) days prior to the start of the program. No refund will be issued after the program has started.

Shelter house or building rental reservations will be issued a 90% refund if cancelled at least fourteen (14) days prior to the reservation date. No refund will be issued for cancellations less than fourteen (14) days before scheduled reservation.

All refunds will follow the City's bill-paying schedule and be issued on a city check. There will be no cash or credit/debit card refunds.