



**RIO LINDA ELVERTA
RECREATION AND
PARK DISTRICT**

Rental Refund Request

(Refunds may take 4-6 weeks to process)

Date: _____

GL Account: 96964600

Name of Renter: _____

Rental Location: _____

Reason for Refund: _____

Name/Check Payable to: _____

Address: _____

City: _____

Zip Code: _____

Phone: _____ Email: _____

Signature: _____

Office Use Only

Refund Amount: \$ _____

District Approval

Date

Reason for Refund: _____

- a. A \$30.00 administrative fee is charged in the event a cancellation occurs 31 days or more of scheduled event. If cancelled 30 days or less of scheduled event the \$100.00 deposit is retained by District.
- b. A late Fee of \$50.00 will be assessed when fees/insurance are not paid in total within thirty (30) days of rental date(s).
- c. District Reserves the right to cancel the event and retain all payments if reservation is not paid In-full 30 days prior to the event

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