



Refund Policy – Picnic & Field Reservations

PARKS AND RECREATION 22500 SALAMO RD #1100 WEST LINN OR 97068 *503-557-4700 *503-656-4106 FAX

Purpose

The purpose of this policy is to clarify the procedure and policy for refunds from picnic and field reservation fee.

Procedure

Requests for picnic and field refunds should be directed to the Parks and Recreation Department at 503-557-4700.

Policy

Picnic and field reservation fees shall be refunded in the following manner:

1. 100% minus \$10 processing fee, if refund is requested more than 30 days in advance of scheduled date.
2. 50% minus \$10 processing fee, if refund is requested between 16 and 30 days in advance of scheduled date.
3. No refund if requested 15 days or less in advance of scheduled date.

Issued: In use since 1997

Edited: PRAB Review