

PARK FACILITY RESERVATION CANCELLATION POLICY

1. Reservations canceled at least **4 months or more prior** to the event:

Rental Fees (if paid) – Full Refund
Security Deposit – Refund (minus \$100)

2. Reservations canceled **2-3 months prior** to event:

Rental Fees (if paid) – 50% Fees Refunded
Security Deposit – 50% Deposit Refunded

3. Reservations canceled **1 month or less prior** to the event
(When rental fees **have** been paid):

Rental Fees – No Refund
Security Deposit – Full Refund

4. Reservations canceled **1 month or less prior** to the event
(When rental fees **have not** been paid):

Rental Fees – N/A
Security Deposit – No Refund

Notwithstanding the above policy, if the applicant is not in compliance with the policies and regulations as stated in the Rules and Regulations, the Director of Recreation and Park Services, or his/her designee acting on behalf of the City of Norwalk, may cancel the reservation upon notice to the applicant. All rental fees and security deposits will be deemed forfeited.

Applicant Signature: _____ Date: _____

Staff Signature: _____ Date: _____