

REFUND REQUEST FORM

The staffs of the Anthem Community Center and Civic Building strive to offer quality recreation activities and facilities. If circumstances prevent your participation in an activity you've registered for, or a reservation you've made, please complete this Refund Request Form. Refunds are subject to approval. Requests must be submitted within 48 hours of the start of the activity or reservation in order to be eligible for a refund. Approved refunds are issued to the credit card that was used as payment for the activity. If payment was made with cash or check, the approved refund will be issued to you as a check via our Finance Department and mailed to you. Please allow up to two weeks from the date that you submit the request for a refund to be processed. *Some activities and reservations are non-refundable (e.g. Summer Camp).*

CIVIC BUILDING

If your rental/reservation is at the Civic Building, please refer to the signed rental agreement for details regarding your event/rental refund request.

PAYEE INFORMATION

Payee's name: _____ Participant's name: _____

Complete address: _____

Phone number: _____ Cell: _____

Email address: _____

What is this refund request related to? Activity Reservation Room Rental Special Event

ACTIVITY/RESERVATION/RENTAL INFORMATION

Activity name or rental/reservation location: _____

Date(s) of activity or rental/reservation: _____

Fee paid: _____ Date of payment: _____ Method of payment: Cash Check Credit Card

Number of sessions attended: _____

CivicRec registration/payment receipt # (if known): _____

REASON FOR REFUND REQUEST (required):

Signature: _____

Date: _____

OFFICE USE ONLY

Processed by: _____ Date received: _____ Amount Refunded: _____

Department Manager: _____

User Credit (**requires Director approval/signature**): _____

User initials (if issuing User Credit): _____ I acknowledge that User Credit expires one year after date of issuance.

Copy of this form sent to the Finance Department for tracking. Date sent: _____