

AMENDMENT/CANCELATION FORM

This form must be completed and signed by the renter, as indicated on the Facility Reservation Application, for any changes to an existing reservation or reservation cancelation. Please allow up to five business days for your request to be processed.

PERMIT # _____ FACILITY RESERVED _____
 DATE/TIME OF RESERVATION _____
 NAME OF RENTER _____
 EMAIL _____ PRIMARY PHONE # _____

AMENDMENT

- All amendments must be submitted at least 14 days prior to rental date, and are subject to Facility Supervisor approval.
- Amendments submitted within 30 days of the rental date are subject to a \$25 administration fee.

Only complete all applicable areas.

ORIGINAL FACILITY _____ NEW FACILITY REQUESTED _____
 NEW DATE OF EVENT _____ DAY (Please circle one) Mon Tues Wed Thurs Fri Sat Sun
 NEW SET-UP TIME _____ to _____
 NEW EVENT TIME _____ to _____
 NEW CLEAN-UP TIME _____ to _____

The changes requested above should be applied to my existing permit.

SIGNATURE _____

CANCELATION

- All cancelation requests must be received in writing.
- Rescheduling the date of a reservation must be done 30 days in advance of the current reservation date to avoid cancelation penalties.
- Reservations may not be transferred, assigned, or sublet.
- ◆ **Cancelation Policy**
 - *If reservation is cancelled at least 61 days prior to the rental date, the renter will receive a full refund of any deposit and rental fees collected, minus a \$25 administration fee.*
 - *If reservation is cancelled between 60 days and 31 days prior to event, the renter forfeits the full damage deposit.*
 - *If reservation is cancelled between 30 days and 10 days prior to event, the renter forfeits the full damage deposit and half of all fees collected.*
 - *If reservation is cancelled less than 10 days prior to event, the renter forfeits all deposits and fees collected.*

I, _____, would like to cancel the above indicated reservation. I understand that the cancelation policy will apply.

REASON FOR CANCELATION _____

SIGNATURE _____