



235 Sam Michaels Lane, Shenandoah Junction, WV 25442

Phone: 304-728-3207 Web: www.jcprc.org

## Facility Cancellation Request Form

This form is required for all cancellation and refund considerations.

Please complete the form and return to [pfisher@jcprc.org](mailto:pfisher@jcprc.org) or drop off at the Jefferson County Community Center.

Renter Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Form Completed on: \_\_\_\_\_

### Rental Information Location & Dates:

_____	_____
_____	_____
_____	_____
_____	_____

Reason for cancellation request: \_\_\_\_\_

## Jefferson County Parks and Recreation Refund/Cancellation Policy

Our refund policy encourages early decisions, so as not to affect other customers or our ability to deliver efficient programs. All requests for refunds must be made in writing. **There are no refunds for missed reservations. By reserving a JCPRC facility, you agree to the following:**

- A valid credit card is required to secure all reservations and will be kept on file for potential cleaning or damage fees.
- If you prefer not to use a credit card, a \$50 refundable deposit is required in addition to the full reservation fees.
- JCPRC reserves the right to cancel any reservation in case of emergency or unforeseen circumstances. Refunds will be issued if cancellation is by JCPRC.
- You agree to release and indemnify JCPRC from any claims or damages arising from your use of the facility.
- You are responsible for securing your own insurance coverage. A certificate of insurance may be required.
- Alcohol is strictly prohibited at personal facility rentals.
- You will be billed for any damage to facilities or equipment.

### You are responsible for cleaning up after your event, including:

- Wiping tables and kitchen appliance
- Removing trash to dumpsters
- Turning off all electrical items
- Ensure kitchen lock is secured back in place (if applicable)

If these are not completed, a \$50 cleaning fee and/or a \$150 lock fee will be assessed

### Cancellation Fees:

- \$50 admin fee if canceled 30 calendar days in advance
- No refund if canceled less than 30 calendar days prior to event
- Weather-related cancellations for outdoor venues may be refunded with proof of local severe weather advisory
- No refunds for athletic field rentals
- Only the original booking contact person may request changes or cancellations.

You are responsible for maintaining order, cleanliness, and supervision during your rental.

Office Use Only: Received On: \_\_\_\_\_ Processed On: \_\_\_\_\_ Processed By: \_\_\_\_\_ Refund Amount: \_\_\_\_\_

**\*Admin fee is assessed per reservation. Please allow 7 business days for processing. Forms received after 8 am, will be recorded as next business day.**