

EL PASO COUNTY PARKS

FACILITY RESERVATION REFUND PROCEDURE

- 1) The entire facility reservation, less a \$25 administrative fee, will be refunded if the facility use permit is cancelled 60 days or more prior to the rental date.
- 2) If a facility reservation is cancelled between 30 and 60 days prior to the rental date, a 50% refund less a \$25 administrative fee will be refunded.
- 3) IF WITHIN 30 DAYS OF THE RENTAL DATE, NO REFUND WILL BE ISSUED.
- 4) The permit holder can elect for an internal household credit of the full amount if the reservation cancellation is received no later than 48 hours prior to the rental date. The household credit can be used for the rental of another County Parks facility within the current reservation year.
- 5) Applicable refund requests will take approximately two to four weeks if a check must be issued. All refunds will be issued to the original payee only.