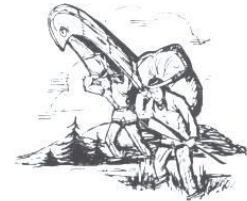


# CITY OF PORTAGE

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Portage, Wisconsin 53901  
Telephone: (608) 742-2176 • Fax: (608) 742-8623



*"Where the North Begins"*

## Portage Park and Recreation Department Refund Policy

### Refunds for Sports or Activity Registration Fees

- Refunds will be granted if requests are made seven (7) days prior to the scheduled start of the activity. After an activity has started, refunds will only be granted for medical or unavoidable circumstances. For purposes of this policy "unavoidable circumstances" will be reviewed by the Manager of Parks and Recreation for a final decision. A \$5.00 service charge for processing all refunds will apply unless the Portage Parks and Recreation Department cancels a program due to low enrollment.

### Refunds for Facility Rentals

- Refunds for rental of any of the facilities will be granted if request are made (30) days prior to the scheduled rental date. A \$5.00 service charge for processing all refunds will apply.
  - If a rental party cancels with less than 30 days of notice, they may receive a full refund less the \$5.00 processing fee if the shelter is rented by another party.
- Extenuating circumstances are occasionally considered (Severe weather, special event in city, etc.)