



# CITY OF PORTAGE

PARKS & RECREATION DEPARTMENT  
401 CEMETERY ROAD  
PORTAGE, WI 53901  
(608) 742-2178



## 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. Refunds after the program has started may be pro-rated. For purposes of this policy, "unavoidable circumstances" will be reviewed by the Manager of Parks & Recreation for a final decision. A \$5.00 service charge for processing all refunds will apply unless the Portage Parks & Recreation Department cancels the program.
- Adult Sports league fees- Teams withdrawing from a league after their entry fee has been paid will forfeit 75% of said fee. After the first games have been played, the entire entry fee will be forfeited.

### Refunds for Facility Rentals

- Refunds for rental of any of the facilities will be granted if requests are made thirty (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 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