

REFUND POLICY

City of Monroe Recreation Department

734-384-9156, 120 East First St., Monroe, MI 48161 Email: recreation@monroemi.gov

REFUND REQUESTS: Refund of fees will be provided to the adult participant or parent/guardian according to the policy outlined below. Requests for refunds should be directed to:

- (A) Email: recreation@monroemi.gov
- (B) Monroe Rec Dept, 120 E. First St, Monroe, MI 48161

PROGRAM FEE REFUNDS

Full refunds will be issued if:

- (A) A program is cancelled due to insufficient registration.

Partial refunds will be issued:

- (A) Participants requesting a refund at least 5 business days prior to the start of the program will be given a refund for the program fee less a 10% service charge (exception: youth and adult sports once team are set).
- (B) Participants requesting a refund four business days or less prior to the start date of the program will receive a refund of 50% (exception: youth and adult sports once team are set).
- (C) Late fees are not refundable.

No refund:

- (A) As of the start date of the program.
- (B) Of team entry fees once the league schedule is set.
- (C) Of individual or team fees for a one day/weekend special event or tournament if the participant fails to attend and/or participate.
- (D) Of youth sports once teams are set.

RENTAL FEE REFUNDS

All park shelters, band shell, ball diamond, and facilities are rented rain or shine. Refunds will be given if the request is received at least 21 days before the reserved date, less 10% handling fee.

Effective Date: 11-01-81

Revised: 11/9/16