



# CHEVIOT HILLS RECREATION CENTER

City of Los Angeles Department of Recreation & Parks  
2551 Motor Avenue, Los Angeles, CA 90064  
(310) 837-5186 cheviot\_hills\_recreation\_center@lacity.org



# REQUEST FOR REFUND

## REFUND POLICIES

There are no refunds or credits for missed days by the participant. No full refunds will be issued unless the program is canceled by the Rec Center. Additional fees may be charged for any supplies ordered. **REFUNDS CAN TAKE UP TO 6-8 WEEKS.** Credit card payments will be refunded to the original credit card used; if you paid with a check, a check will be mailed to the patron/organization who paid.

**CLASSES & SPORTS LEAGUES:** Refund requests must be submitted one week (7 days) prior to the activity beginning. **A 15% administrative fee will be assessed** by the City of Los Angeles Department of Recreation and Parks for any patron granted a refund.

**CAMPS:** Refund requests must be submitted two weeks prior to the camp week beginning. **A 15% administrative fee will be assessed** by the City of Los Angeles Department of Recreation and Parks for any patron granted a refund.

**PERMITS:** More than two weeks before the activity begins: **50% of facility usage fees refunded.** Less than two weeks before the activity begins: **NO REFUNDS unless canceled by the recreation center or rained out.**

## PATRON/ACCOUNT HOLDER INFORMATION

FIRST & LAST NAME: \_\_\_\_\_

ADDRESS (STREET, CITY, ZIP): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PARTICIPANT NAME: \_\_\_\_\_

## ACTIVITY INFORMATION Write activity details on the line below

- CAMP: \_\_\_\_\_
- CLASS: \_\_\_\_\_
- LEAGUE: \_\_\_\_\_
- PERMIT: \_\_\_\_\_
- OTHER: \_\_\_\_\_

## REASON FOR REFUND

- ACTIVITY CANCELLED BY REC CENTER
- REFUNDABLE DEPOSIT
- SCHEDULING CONFLICT
- ILLNESS/INJURY (DOCTOR'S NOTE NEEDED)
- OTHER: \_\_\_\_\_

PATRON SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## FOR OFFICE USE ONLY

STAFF RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

15% ADMIN KEY			
\$250	(\$37.50) =	\$212.50	\$75 (\$11.25) = \$63.75
\$200	(\$30.00) =	\$170.00	\$70 (\$10.50) = \$59.50
\$180	(\$27.00) =	\$153.00	\$64 (\$9.60) = \$54.40
\$168	(\$25.20) =	\$142.80	\$10 (\$1.50) = \$8.50

AMOUNT PAID: \$ \_\_\_\_\_

15% ADMIN FEE: \$ \_\_\_\_\_

\*OTHER FEE(S): \$ \_\_\_\_\_

\*( \$ \_\_\_\_\_ X \_\_\_\_\_ # OF \_\_\_\_\_ ATTENDED GAMES/DAYS)

HHID: \_\_\_\_\_

TOTAL REFUND: \$ \_\_\_\_\_

RT#: \_\_\_\_\_ DATE: \_\_\_\_\_ TW#: \_\_\_\_\_ DATE: \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_