

# Snohomish County Parks

## CANCELLATION/CHANGE PROCEDURES

### FACILITIES

#### Cancellations\*

Cancellation requests must be submitted in writing and received by the Snohomish County Parks Administration office. To expedite processing, include permit number, date(s), and affected site/facility number(s).

Cancellation requests received at least 14 days prior to arrival date will receive a full refund less reservation fee and a \$10.00 cancellation fee (per site/facility) which will be retained by Parks. One day's rental will be retained for cancellation requests received 13 days – 72 hours prior to arrival date. NO REFUNDS for requests less than 72 hours of arrival date. Customer may make their request via fax, e-mail, mail, or walk in. Reservation/on-line Convenience Fee is non-refundable. \$25.00 NSF check fee.

#### Changes

CHANGE/RESCHEDULE requests must be received at least 14 days prior to arrival date. A new reservation fee of \$7.00 will be charged. Changes requested less than 14 days prior to arrival date the standard cancellation policy applies. Reservation Fee is non-refundable. \$25.00 NSF check fee.

### REGISTRATIONS

Cancellation/refund request must be received IN WRITING at least 14 days prior to activity.

Each activity refund or change request is assessed a \$10.00 cancellation/change fee per participant, if received in writing at least 14 days prior to activity. Cancellation received less than 14 days prior to activity will not be refunded. On-line convenience fees cannot be refunded. Customer may make their request via fax, e-mail, mail, or walk in. \$25.00 NSF check fee.

\*This policy does not include meeting room rentals

