



Hayward Area Recreation and Park District

Facility* Rental Cancellation and Refund Policy

Cancelled, Changes & Refunds

- a) Any changes to the rental contract/permit regarding date, location or cancellation are subject to a forfeiture of the \$50 non-refundable deposit and must be made before twenty-one (21) calendar days prior to the event. The original permit must be returned to obtain a revised permit.
- b) Refunds are not issued for unused hours.
- c) For field rentals in the case of rainy, wet or muddy conditions, a refund will be issued if the District is notified in writing within 72 hours after the scheduled date of use or if the District closes fields due to weather.
- d) Any cancellation and/or changes must be submitted in writing by the applicant a minimum of thirty (30) calendar days prior to the permit date.
- e) Cancellation fewer than thirty (30) calendar days before scheduled permit date will include forfeiture of the equivalent to 50% of the rental fees owed and/or collected to date. If fees have already been paid, the forfeiture will come out of the fees. If the fees have not been paid, as of the cancellation, the forfeiture will come out of the deposit.
- f) Refundable security and/or cleaning deposits will be refunded based on the following conditions:
 - i) Request to cancel falls within the allowed period.
 - ii) Facility is left in the condition it was found; No damage done to the facility based on rental usage
 - iii) Garbage and recycling are stowed in the proper containers or removed; equipment and materials removed
 - iv) Renters abide by the facility rules and regulations and the ordinances governing HARD
- g) Occasionally, the District may find it necessary to reschedule, relocate or cancel a previously approved permit. In that event, the District will give as much notice as possible. In the event of a cancellation, the entire permit fee (including all deposits) will be refunded.

**includes buildings, picnic areas, theater, fields, gyms*