



Program/Facility Cancellation Form  
City of Falls Church Recreation & Parks  
703-248-5027

*Please read the Policy on the back of this form. This information is published in all activity brochures.*

Primary Household Last Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Program Cancellation:*

Name of Person enrolled in Activity: \_\_\_\_\_ First Day of Activity: \_\_\_\_\_

Activity Description(s): \_\_\_\_\_

Activity Number(s): \_\_\_\_\_

*Facility Rental Cancellation:*

Location (Specify room if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Request (please be specific and give as much detail as possible):

**Requesting (check one – all incur a 10% processing fee):**

- Credit to Recreation Department Household Account
- Refund to Original Payment Method
- Donate refund to Recreation & Parks Scholarship Program

Name of authorizing parent/guardian/18+ participant & Date : \_\_\_\_\_

A credit to your recreation department household account or credit card refund can be made in 3 to 5 business days. For original payments made by check, a refund check takes 2-3 weeks to be mailed to you.

Office Use Only:

Program Coordinator: \_\_\_\_\_

No Refund/Credit

Credit/Refund less 10%

Director's Approval: \_\_\_\_\_

Prorate \_\_\_\_\_

## Falls Church Recreation & Parks Program/Facility Cancellation Policy

The Recreation & Parks Department will provide a full household credit or refund if the activity is canceled by the Department or *upon request* when schedule or location changes made by the Department prohibit or limit an individual's ability to attend.

To request a cancellation for any reason other than those stated above, a Program/Facility Cancellation form must be completed and submitted.

All requests are handled using the following guidelines below:

### Programs

Activity start date is the first day of a class, camp or event.

For athletic programs, the first day of the activity is:

Youth Soccer: The date teams are formed

Flag Football and Youth Basketball: The first date of evaluations

Adult Sports: The date schedules are formed

#### **14 or more days before start date:**

- All requests will incur a 10% processing fee

#### **Less than 14 days before start date:**

- No credit or refund will be granted
- \*Exceptions: Medical reasons (doctor's note required).

### Facility Rentals

Cancellations by the rental patron are subject to a 10% service charge if made at least 5 business days in advance. Cancellations made less than 5 business days in advance will not be refunded.

Picnic shelter rentals are rain or shine. Cancellations due to weather will not be authorized.

Mr. Brown's Park rentals may be rescheduled due to inclement weather.

- ALL household credits and refunds will incur a 10% processing fee.
- For approved cancellations, a credit to your recreation department household account or credit card refund can be made in 3 to 5 business days. For original payments made by check, a refund check will be mailed in 2-3 weeks.

Submit your form to [Recreation@fallschurchva.gov](mailto:Recreation@fallschurchva.gov) or in-person at the Falls Church Community Center, 223 Little Falls Street, Falls Church, VA 22046

If you have any questions or concerns, please contact our department at (703) 248-5027 (TTY711).



The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation, please contact 703-248-5027 (TTY711).