



# GRRC MEMBERSHIP REQUEST FORM



## \*Refund, Extension, Suspension

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip, City, State: \_\_\_\_\_

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

*\*\*Please choose the item corresponding with the request you would like to be considered.*

### **Membership/Other** (chose one of the following):

Item(s) to be considered for refund:

\_\_\_\_\_

Membership Extension (case by case; medical and/or extreme unforeseen circumstance)

Patron(s) Name \_\_\_\_\_ Amount of Extension Time Requested \_\_\_\_\_

Annual Suspension (1 month maximum per annual membership; limit of 24 hours submission period before date needed)

Patron(s) Name \_\_\_\_\_ Requested Period of Suspension \_\_\_\_\_ to \_\_\_\_\_

### Please fill out the following:

Date of purchase \_\_\_\_\_ Receipt # (attach) \_\_\_\_\_

Reason for request (REQUIRED): \_\_\_\_\_

**Recreation Center Refund Policy:** \*Credits are valid for one year from the date of issuance and may be used toward any program. \*Refunds are typically not available for day use passes, monthly memberships, concession items or merchandise, but rather, are issued on a case by case basis by the Recreation Supervisor in instance guided by Membership and Reservation Policies. \*Refunds are typically issued in the form payment was originally made with the exception of cash, which shall be reimbursed by a check from the Finance Department after being approved through City Council. Cash refunds are not allowable over \$40.00. Refunds may take up to 4 weeks to process. \*Once a registration has been completed, all reservations are considered final. Please choose activities with care, as all registrations are considered final.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*\*Next section to be completed by Green River Recreation Center Staff*

### **Green River Recreation Center Staff:**

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Notes:

\*Put in Recreation Center Supervisor's inbox when completed.

\*\*Recreation Center Supervisor will contact patron as soon as time permits.