



# CITY OF MIRAMAR

## PARKS AND RECREATION DEPARTMENT- REFUND REQUEST FORM

VIZCAYA PARK: \_\_\_\_\_ ANSIN SPORTS COMPLEX: \_\_\_\_\_ VEH YOUTH ENRICHMENT CENTER: \_\_\_\_\_ SUNSET LAKES COMMUNITY CENTER: \_\_\_\_\_

### RECREATIONAL PROGRAM/RENTAL AND SECURITY DEPOSIT REFUND REQUEST GUIDELINES:

- AS PER CITY POLICY, ANY CANCELATIONS OR REFUND REQUESTS MUST BE MADE AT LEAST SEVEN DAYS (7) PRIOR TO THE BEGINNING OF THE SESSION, THE DAY OF THE PARTY AND MUST BE ACCOMPANIED WITH A VALID ID AND THE ORIGINAL RECEIPT AT ALL TIMES.
- The refund request form must be properly completed and signed by the customer.
- REFUND REQUEST FORMS can be PICKED UP, COMPLETED AND DROPPED OFF AT:
  - Vizcaya Park | 14200 SW 55<sup>th</sup> Street, Miramar, FL 33027
  - Ansin Sports Complex | 10801 Miramar Boulevard, Miramar, FL 33025
  - VEH Youth Enrichment Center | 7000 Miramar Parkway, Miramar, FL 33023
  - Sunset Lakes Community Center | 2801 SW 186<sup>th</sup> Avenue, Miramar, FL 33029

### ATTENTION CUSTOMERS

- Customers are required to bring their original receipt and a valid ID in order for us to process the refund.
- There will be no refunds if you register for the class less than seven days prior to the beginning of the session and/or the day of the party
- Please note that Incomplete REFUND REQUEST FORMS will not be processed.
- Finance will only return money to the CUSTOMER who submitted the check or the money order to the City and Credit cards transactions will be credited to the same credit card that was used to pay for the services.
- Refunds may take up to 6 weeks to process if you pay by check or money order. (If you pay with a credit card it may take up to two business days after the event).
- City refund policy does not apply for Youth Groups or Contracted Classes.

PLEASE READ ABOVE AND SIGN:

Customer Name: \_\_\_\_\_ Customer Signature: \_\_\_\_\_

REQUESTOR'S NAME				DATE	
REQUESTOR'S FULL ADDRESS <small>INCOMPLETE ADDRESS WILL NOT BE PROCESS PLEASE DOUBLE CHECK ADDRESS</small>			REQUESTOR'S SIGNATURE		
REQUESTOR'S PHONE NUMBERS	HOME (      )		CELLPHONE (      )		
PARTICIPANT NAME			AMOUNT REQUESTED <small>Finance will only return money to the person who gave the check or money order</small>	\$	
PAYMENT INFORMATION <small>PLEASE (CHECK MARK)</small>	CHECK		CREDIT CARD (LAST 4 #'S OF CRDIT CARD)		MONEY ORDER
REASON FOR CANCELTION/ <small>Customers if you need more space use the back part of this form.</small>					

**OFFICE USE ONLY- SITE SUPERVISORS BEFORE THIS FORM IS TURNED INTO FOR FINAL REVIEW AND APPROVAL, COPY OF THE FOLLOWING DOCUMENTS PERTAINING TO THIS REFUND MUST BE ATTACHED.**

REFUND REQUEST FORM FULLY COMPLETE	DEPOSIT SLIP FROM THE CITY	COPY OF THE WAIVER/ AND OR RENTAL REQUEST FORM.	COPY OF THE CUSTOMER'S ID	COPY OF THE CHECK/MONEY ORDER AND OR CREDICIT CARD APPROVAL SLIP
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**REFUND APPROVED: YES: \_\_\_\_\_ . NO: \_\_\_\_\_ .**

**IF NOT, PLEASE EXPLAIN:**

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

DATE: \_\_\_\_\_

PARKS AND RECREATION STAFF MEMBER

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

DATE: \_\_\_\_\_

SITE SUPERVISOR

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

DATE: \_\_\_\_\_

OPERATIONAL MANAGER