Cancellation Policy Sports Fields: 

Clarification

2-14-19

Part of City of Rochester Hills, Administrative Policy #400-2011
Sports Facilities Use Policy, Rochester Hills Municipal Parks

The full policy can be viewed at:
www.rochesterhills.org > City Government > Departments > Parks & NR > Parks > Sports Field Reservations > Reserve a Sports Field

Cancellation of any event or activity by the applicant/permit holder:

1. **30 days or more prior to the event or activity** shall result in a full refund of all monies paid to the City.

2. **less than 30 days, but more than 14 days, prior to the event or activity** shall result in a forfeiture of 50 percent of the minimum deposit.

3. **less than 14 days and prior to 48 hours before a scheduled event or activity** shall result in a forfeiture of the entire deposit.

4. **less than 48 hours prior to the event or activity** shall result in a forfeiture of the entire fee.

<table>
<thead>
<tr>
<th># OF DAYS</th>
<th>DESCRIPTION:</th>
<th>CANCELLATION FEE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 30 days</td>
<td>30 days or more prior to the reservation</td>
<td>Full refund of all monies paid to the City</td>
</tr>
<tr>
<td>14 - 30 days</td>
<td>Less than 30 days, but more than 14 days prior to the reservation</td>
<td>Loose 50% of the deposit</td>
</tr>
<tr>
<td>48 hours - 14 days</td>
<td>Less than 14 days and more than 48 hours prior to the reservation</td>
<td>Loose 100% of the deposit</td>
</tr>
<tr>
<td>&lt; 48 hours</td>
<td>Less than 48 hours prior to the reservation</td>
<td>Loose the entire reservation fee</td>
</tr>
</tbody>
</table>

**Definition of “deposit”**

A deposit equal to twenty-five percent (25%) of the total fees due, and not less than twenty-five dollars ($25), shall be paid at the time of the issuance of the permit. If the total fees due are less than twenty-five dollars ($25), the deposit shall be equal to the total fees due.

| Reservation fees | $160.-- | $100.-- | $70.-- | $25.-- | $20.-- | $10.-- |
| Deposit          | $40.--  | $25.--  | $25.--  | $25.--  | $20.--  | $10.-- |

Cancellation of any event or activity by the Parks Department:

In the event of cancellation of an event by the Director of Parks and Forestry or his designee because of weather conditions which make the event/activity impossible or unsafe, or to any Act of God beyond the control of the applicant/permit holder,

1. a credit may be given to the applicant;
2. a refund may be applied for to the Director of Parks and Forestry;
3. or the event may be rescheduled at the earliest mutually satisfactory available alternate date and/or time for the event or activity scheduled under the permit.

Questions?
Call Borden Park at 248-656-4797
Email: fieldreservations@rochesterhills.org