

Cancellation Policy Sports Fields:

Clarification

12-10-20

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:

<https://www.rochesterhills.org/SportsFields/SportsFacilitiesUsePolicy.pdf>



innovative by nature

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.

# OF DAYS:	DESCRIPTION:	CANCELLATION FEE:
> 30 days	30 days or more prior to the reservation	Full refund of all monies paid to the City
14 - 30 days	Less than 30 days, but more than 14 days prior to the reservation	Loose 50% of the deposit
48 hours - 14 days	Less than 14 days and more than 48 hours prior to the reservation	Loose 100% of the deposit
< 48 hours	Less than 48 hours prior to the reservation	Loose the entire reservation fee

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

Return to: [Sports Field Reservations](http://www.rochesterhills.org/SportsFields/SportsFacilitiesUsePolicy.pdf) website.