



**City of Bellingham**  
210 Lottie Street  
Bellingham, WA 98225

## **Bellingham Parks and Recreation Facility and Program Fees Cancellations and Refunds Policy**

The “Registering and Paying for Parks and Recreation Programs” Policy PAR 10.00.04 states that participants may be eligible for a refund in accordance to the published refund requirements of the program area.

### **Arne Hanna Aquatic Center Program and Facility Cancellations and Refunds**

#### **Program Registration**

To be eligible for a refund, minus administrative fees, participants must notify the Parks and Recreation Department:

**Aquatic Programs:** 3 days prior to the beginning of the program (\$5 administrative fee)

**Sports, Recreation & Enrichment Programs:** 5 days prior to the beginning of the program (\$20 administrative fee)

Programs will not be prorated for partial participation.

#### **Program Scholarships**

In order to retain scholarship funding, participants who enroll by scholarship but are unable to attend class must notify the Parks & Recreation Department of withdrawal:

**Aquatic Programs:** 3 days prior to the beginning of the program

**Sports, Recreation & Enrichment Programs:** 5 days prior to the beginning of the program

#### **Facility Rentals**

To be eligible for a refund, the renter must notify the Parks and Recreation Department no less than 30 days prior to the event date. There is a \$20 administrative fee to process refunds. Fees are non-refundable if cancellation is less than 30 days prior to the event. Reservations may be transferred to another day 1 time for a \$20 administrative fee with at least 5 days’ notice prior to the reservation.

#### **Refund Exceptions**

Management may approve full or partial refunds in certain cases for family emergencies, illness with a doctor’s note or military deployment.