

## **Refund Policies**

### Memberships:

All membership fees are nonrefundable and nontransferable.

### Youth/Adult Sports Programs & Activity Registrations:

The Smithfield Recreation Department may withhold 25% of any refund due or resulting from any recreation program for administrative cost. No refunds will be given after the league schedule has been made, or after the first day of the program (whichever comes first).

### Buildings and Parks Rentals:

There is a 25% cancellation fee for any reservation cancelled prior to two weeks before the reservation date. If a reservation is cancelled less than two weeks prior to the reservation date no refund will be granted. No park rental refunds will be granted due to inclement weather unless the pavilion/area is deemed unsafe or unusable.

All refunds must be requested in person and accompanied with a written refund request. Refunds will be issued according to city policy.