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 RECIPIENT 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 55th 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 186th 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: _______________________________

<table>
<thead>
<tr>
<th>REQUESTOR’S NAME</th>
<th>REQUESTOR’S FULL ADDRESS</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUESTOR’S PHONE NUMBERS</td>
<td>HOME ( )</td>
<td>CELLPHONE ( )</td>
</tr>
<tr>
<td>PARTICIPANT NAME</td>
<td>AMOUNT REQUESTED</td>
<td>$</td>
</tr>
<tr>
<td>PAYMENT INFORMATION PLEASE (CHECK MARK)</td>
<td>CHECK</td>
<td>CREDIT CARD (LAST 4 #’S OF CRDIT CARD)</td>
</tr>
</tbody>
</table>

REASON FOR CANCELATION/CUSTOMERS if you need more space use the back part of this form.
### REFUND REQUEST FORM

<table>
<thead>
<tr>
<th>REFUND REQUEST FORM FULLY COMPLETE</th>
<th>DEPOSIT SLIP FROM THE CITY</th>
<th>COPY OF THE WAIVER/ AND OR RENTAL REQUEST FORM.</th>
<th>COPY OF THE CUSTOMER'S ID</th>
<th>COPY OF THE CHECK/MONEY ORDER AND OR CREDIT CARD APPROVAL SLIP</th>
</tr>
</thead>
</table>

**REFUND APPROVED:** YES: _____. NO: _____.

**IF NOT, PLEASE EXPLAIN:**

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

NAME: _________________________________________

DATE: ______________________

PARKS AND RECREATION STAFF MEMBER

NAME: _________________________________________

DATE: ______________________

SITE SUPERVISOR

NAME: _________________________________________

DATE: ______________________

OPERATIONAL MANAGER