



Refund Policy

Rental Cancellations, Registration Refunds for Recreation Programming & Events

This Refund Policy is to establish guidelines and requirements with respect to refund issued with Town rental cancellation for facilities, refunds for Town programming and events. Pursuant to the general powers conferred to the Town under the Municipalities Act, 1999, the following regulations were approved and adopted at a regular meeting of Council on _____, 2022.

Purpose

This policy applies to refunds for cancellations of Recreation & Community Services Rentals and Registrations for programming and events.

Procedure

Refunds for Recreation programming rentals and registrations will only be approved for medical reasons with written documentation (doctors note).

Refunds less than \$25 will be posted to a customer account.

Refunds in excess of \$25 will be issued to the customer via direct deposit through accounts payable.

The Towns Summer Day Camp & Kelly Park Sports Programs specifically can be issued a full refund, without a medical note, minus a \$50 administration fee if the withdrawal is submitted in writing 10 business days before the start of the program. Once the program starts a medical note will be required.

Adoption

Under section 413 of the Municipalities Act, the Town Council of Logy Bay-Middle Cove-Outer Cove adopts the Town of Logy Bay-Middle Cove-Outer Cove Refund Policy as approved. This policy should be reviewed annually, or whenever deemed necessary, by the Town Clerk/Manager and the Corporate Services Committee.

Susan Arns

Town Clerk/Manager

Denis Hickey

Mayor

Date

Date