

CANCELLATION / REFUND POLICY: PERMITS

When the Department cancels an event due to inclement weather, maintenance concerns, or Department use, a full refund (including the application fee) will be issued or the event will be rescheduled.

All other refund requests are subject to the fees listed below:
The \$25 application fee is non-refundable.

PERMITS (200 attendees or less)

Requests 28 or more days prior to event	85% Refund of Fees
Requests 14-27 days prior to event	50% Refund of Fees
Requests 13 days or less prior to event	No Refund of Fees

SPECIAL EVENTS (201- 999 attendees)

Requests 28 or more days prior to the event	85% Refund of Fees
Requests 14-27 days prior to the event	50% Refund of Fees
Requests 7-13 days prior to the event	20% Refund of Fees
6 days or less prior to the event	No Refund of Fees

SPECIAL EVENTS (1000+ attendees)

Requests 168 or more days prior to event (<i>24+ weeks</i>)	85% Refund of Fees
Requests 84-167 days prior to event (<i>less than 24 weeks</i>)	50% Refund of Fees
Requests 28-83 days prior to event (<i>less than 12 weeks</i>)	20% Refund of Fees
Requests less than 27 days prior to event (<i>less than 4 weeks</i>)	No Refund of Fees

Credit Requests:

- A minimum 14-day advance notice required.
- A 15% administrative fee will be assessed.
- Must be applied at the center they originated.
- Must be applied to the same amenity (e.g., gym-to-gym, picnic-to-picnic).

CANCELLATION / REFUND POLICY: RECREATION PROGRAMS

The Department issues full refunds if it cancels a program or activity. No refunds are provided once the program has begun. The first league game, class/clinic, or first day of the camp session constitutes the start of the program.

- PlayLA (\$10) programs are not eligible for refunds; transfers are allowed but only between PlayLA activities.

CLASSES AND CLINICS

Cancellation prior to the start of the program	85% Refund of Fees
Once the program has started	No Refund of Fees
PlayLA program \$10 or less	No Refund of Fees

DAY CAMPS AND YOUTH SPORTS LEAGUES

Requests 14 or more days prior to the start of the program	85% Refund of Fees
Requests 7-13 days prior to the start of the program	50% Refund of Fees
Requests 6 days or less prior to the start of the program	No Refund of Fees
PlayLA program \$10 or less	No Refund of Fees

ADULT SPORTS LEAGUES (INDIVIDUAL REGISTRATION)

Cancellation prior to the start of the league

85% Refund of Fees

Once the league has started

No Refund of Fees

ADULT SPORTS LEAGUES (TEAM REGISTRATION)

Requests 21 or more days prior to the start of the league

85% Refund of Fees

Requests 14-20 days prior to the start of the league

50% Refund of Fees

Requests 13 days or less prior to the start of the league

No Refund of Fees

Credit Requests

- Program credit requests are assessed a 15% administrative fee.
- Program credits must be applied at the center where they originated.
- Must be for the same activity (e.g., transferring from Week 1 of camp to Week 4 of camp, not from basketball to camp).