



RESERVATION CANCELLATION POLICY

If circumstances arise that would cause the cancellation of your event, a cancellation fee will be assessed. The group will also be responsible for, and assess, any and all costs incurred by Maryville Parks and Recreation up to the point of cancellation. This cancellation policy is in place for all meeting rooms and gym spaces.

- During inclement weather, cancellations will be accepted if called in accordance with Maryville Parks and Recreation and Maryville School District weather (snow or tornado warning) policy. All scheduled rentals cancelled due to inclement weather may be rescheduled, space permitting. No refunds will be given.
- Any group whose cancellation is made more than one week prior to the reservation will receive a full refund. Any cancellations 6 days or less will not receive a refund. If a credit or debit card is used to pay for the reservation, a 5% transaction fee will be deducted from the refund.
- Shelter rentals are non-refundable.

Renter's Signature

Date

Renter's name Printed