



600 Harvest Gate
Lake in the Hills, IL 60156

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**Lake in the Hills Parks and Recreation Department
Rental Cancellation Request**

Date of submittal:

Name of payee:

Address:

Home phone:

Cell phone:

Email:

Facility Rented:

Reservation Date:

Reason for cancellation:

Shelter Rental Cancellation Policy:

If inclement weather on day of rental, renter may reschedule a reservation to a new date within the same calendar year. Refunds may be given at the discretion of the Director of Parks and Recreation (or designee) due to an unforeseen circumstance, such as weather event.

Indoor Rental Cancellation Policy:

Renters may reschedule reservation within the same calendar year if requested at least three business days prior to the rental date. Rescheduling within three business days or refunds may be given at the discretion of the Director of Parks and Recreation (or designee).

----- Date -----
Signature