RETURN TO INVENTORY FORM

CITY OF WOODINVILLE PARKS & RECREATION

SPORT FIELDS

Cancellation/Changes to Sport Fields Rental Permits

Organization: _____ Contact: _____

Contact Address: _____City: _____ Zip: _____

Day Phone: _____ Eve. Phone: _____ Email: _____

- If applicable, a credit or charge will be applied to the organization account.
- Return to Inventory forms may be delivered via:
    1. **Mail or Hand Deliver** City of Woodinville
Attn: Facility Scheduler
17301 133rd Avenue NE
Woodinville, WA 98072
    2. **Fax** 425.489.2705
    3. **E-mail** nancyb@ci.woodinville.wa.us

Please indicate the cancellations or changes you would like to make to your permit in the table below. If additional space is needed you may continue on a separate piece of paper.

DAY	DATE	START TIME	END TIME	COMMENTS

CANCELLATION/CHANGES TO PERMIT FEE

10 business days notice or more	$0 fee
Less than 10 business days notice	No refund provided and no additional fee assessed.
Lights: 2 business days or more notice	Refund provided
Lights: Less than 2 business days notice	No refund provided and no additional fee assessed.

FOR OFFICE USE ONLY

Approved _____ Denied _____ Staff Name:_____ Date_____

Comments: _____