
CANCELLATIONS/REFUNDS

If you find it necessary to cancel your reservation, a written request is required, providing the following information: name of group, signature of applicant, date of intended use, address and telephone number. This information may be faxed, mailed or brought in person to the Parks and Recreation Admin office or Community Center. A partial or full refund will be issued in accordance with the following schedule:

More than 30 days prior to date of reservation:

- All applicable fees and deposits will be refunded, minus a \$10 process fee.

Less than 30 days, but more than 10 business days prior to date of reservation:

- 50% of applicable fees plus full deposit will be refunded.

Less than 10 business days prior to date of reservation:

- 100% of applicable fees will be forfeited, but full deposit will be refunded.

ALL REFUNDS WILL BE PROCESSED WITHIN 30 DAYS.

WE DO NOT HONOR CANCELLATIONS OR REFUNDS DUE TO INCLEMENT WEATHER.

Wilsonville Community Center

7965 SW Wilsonville Rd
Wilsonville, OR 97070
503-682-3727

Parks and Rec Admin Office

29600 SW Park Place
Wilsonville, OR 97070
503-783-7529