



Refund/Transfer Request Form

24 N. Main Street, Bargersville, IN 46106
 317.422.3136 * Bargersville.in.gov/parks

Our refund policy encourages early decisions, so as to not affect other customers or our ability to deliver efficient programs and services.

- All requests must be made in writing via refund request form 14 days prior to the rental date or start of the program.
- Refunds will either be issued by check or credited to the participant's myRec household account.
- All refunds, myRec account credits and date/ program transfers will be charged a 10% administration fee.
- Refund default will automatically be put on your BPRD account unless otherwise specified.
- If the Park Department reschedules or cancels a class or rental, a full refund will be issued automatically by the Park Department. A Refund Request Form is not required.

Date of request: _____

Name: _____

Address: _____ City/State/Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Participant's Name	Activity	Program/Permit #	Refund or Transfer	Activity/Date Transferring to	Amount Paid
1.					
2.					

Reason for refund/transfer request:

Please select your preferred refund process:

- Refund Check Credit BPRD myRec account

I have read and understand the above regulations.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY:

Refund Processed by: _____ Date Processed: _____

Amount Refunded: _____ Refunded to: Check myRec Account

Transfer Processed By: _____ Date Processed: _____

Additional Payment Required: Cash/Check Credit Card Receipt #: _____