



Town of Newburgh Recreation Department Recreation Center, Desmond Center & Chadwick Lake Park

Refund Policy/Procedures

We understand that illness, injuries and other conflicts may come up to force you to cancel. Please find policies for our programs, classes and rentals

Pavilion Rentals

Canceling thirty (30) days prior to your reserved rental date you will receive a full refund minus a \$5.00 processing fee. Pavilion rentals are rain or shine. If the park is closed by order of the Town Board or Recreation Department Commissioner due to safety concerns including severe weather conditions you will receive a full refund.

Park

Yearly or daily Park permits and boat rental sales are all FINAL.

Classes and Programs

We will grant full refunds for requests made ten (10) calendar days prior to the start of the program minus a \$5.00 processing fee. If cancelling LESS THAN the (10) calendar days prior to the class/program a refund minus \$5.00 processing fee will be granted ONLY IF a replacement can be found from the waitlist, if a waitlist exists.

Refunds due to medical reasons will be given on a pro-rated basis (if applicable) and only when accompanied by a signed doctor's note certifying an inability to participate.

Trips

A full refund minus a \$5 processing fee will be granted for trips that are canceled at least thirty (30) days prior to the date of the trip. If cancelling LESS THAN thirty (30) days prior to the trip date a refund minus a \$5 processing fee will be granted **ONLY** IF a replacement can be found from the waitlist, if a waitlist exists.

Camp

See Camp Refund Policy