

Rental Cancellation Form

RENTER INFORMATION	
Renter Name:	Phone #:
Location of Rental: <input type="checkbox"/> MAC <input type="checkbox"/> Pavilion	Date of Rental:
Rental Permit #:	
Reason for canceling rental:	
<p>Rental Cancellation Policies:</p> <ul style="list-style-type: none"> • Cancellation of a rental at the MAC after the agreement is signed, deposit made and fees paid, will be subject to a \$25 handling fee. • If a park rental needs to be canceled due to weather or schedule conflicts, the renter must contact the Mansfield Activities Center by the next business day following their rental date to reschedule or request a refund. • If a park rental is being cancelled in advance of the rental date, the permit must be returned for the rental to be cancelled. • Refunds are requested weekly and will be returned by check if payment was made with cash or check or returned to the credit card that made payment. <p>Please sign below indicating that you have read and understand the Rental Cancellation Policies.</p>	
Renter Signature:	Date:

Return this form to the Mansfield Activities Center Front Desk, email to mac@mansfieldtexas.gov or fax to (817) 728-3679, Attn: Administrative Specialist.

SUPERVISOR USE ONLY		STAFF USE ONLY	
<input type="checkbox"/> Rental cancelled	Supervisor Approval:	<input type="checkbox"/> Original rental paperwork attached	Receiving Staff Initials:
<input type="checkbox"/> Refund requested			
<input type="checkbox"/> \$25 fee - MAC rentals only			Date: