

HIGHLAND VILLAGE PARKS - Field/Pavilion Refund Request

Refund requests are for cancellations due to inclement weather only!

Print your name, address and phone number below:

Date of request: _____

CITY OF HIGHLAND VILLAGE
Attn: Linda Cornelius Director of Parks and Recreation
1000 Highland Village Rd.
Highland Village TX 75077

RE: Refund request for the _____ **Field / Pavilion** in _____ Park

Dear Ms. Cornelius:

I hereby request a refund, to be made per check mailed to the above-noted address, for the above-noted field / pavilion rental.

My receipt / permit is attached herewith.

I cannot reschedule for this field/pavilion usage/session, because _____

Customer signature

Date

Please mail or deliver this request (with your receipt) to the City of Highland Village address noted above, within 7 days of the reserved session date.

**Thank you,
City of Highland Village, Parks and Recreation Department**