



PO Box 2496
Tuscaloosa, AL 35403

CANCELLATION FORM

Cancellation Policy: A reserved event must be canceled no later than seven (7) business days before the scheduled event reservation date. The 20% down payment will be deducted from the amount paid and any remaining monies will be refunded to the rental party. Cancellations requested with notice of less than seven (7) business days' notice will forfeit all monies paid.

Name of person responsible for rental _____

Address _____

City _____ State _____ ZIP _____

I must cancel my reservation for (facility/room/shelter) _____

Scheduled date for reservation _____

Signature _____ Date _____

OFFICE STAFF ONLY

Original reservation information:

Amount paid _____ Date _____ Receipt # _____ Reservation # _____

Cancellation information:

Cancellation received by _____ Date _____

PARA location where cancellation received _____

A copy of this form and RecTrac cancellation receipt must be forwarded immediately (same day/cancellation processed) to the office responsible for the site / location where the reservation was to occur.