



City of La Puente  
Recreation Services Department  
**Cancellation Policy**

In the event that a reservation is to be cancelled by the applicant, the appropriate City representative must be notified twenty (20) calendar days prior to the reservation.

1. A \$100 fee will be charged on all cancellations within twenty (20) days of the event.
2. A \$50 fee will be charged on all cancellations after receiving the deposit and twenty-one (21) days or more before the event.
3. The applicant must appear within thirty (30) minutes of the time specified or reservation will be cancelled and all fees forfeited. Unless prior approval is given by a City representative.
4. All no-show reservations will be charged the full rental amount plus staff costs. Deposits will be refunded once all fees are covered.
5. Excessive cancellations or no shows may result in further penalties up to and including termination of agreement.

If the applicant is not in compliance with the policies and regulations as stated in the Facility Reservation Rules and Regulations, the Recreation Services Director, or his/her designee acting on behalf of the City of La Puente may cancel the reservation upon notice to the applicant. All rooms rental fees and security deposits will be deemed forfeited.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_