

Department of parks, Recreation and Culture  
**Withdrawal and Refund Guidelines**

For refunds, a **written request** must be mailed or submitted to one of the following:

City of Gaithersburg Department of Parks, Recreation and Culture  
 506 S. Frederick Ave  
 Gaithersburg, MD 20877

- Fax: (301) 948-8364
- Email: [parksrec@gaitthersburgmd.gov](mailto:parksrec@gaitthersburgmd.gov)

A written request must include the participant's name, payer's name, address, phone number, course number and reason for withdrawal. Refunds are based upon the date written request is received. Partial refunds will not be issued for missed classes and no refunds will be considered after program is completed. For questions or inquiries, call (301) 258-6350 or email at [parksrec@gaitthersburgmd.gov](mailto:parksrec@gaitthersburgmd.gov)

Program or Activity	Refund Policy	Withdrawal / Processing Fee Charged:
Aquatic Classes & Swim Lessons	Withdrawal requests that are received before start of program will be refunded less a \$10 processing fee. If request is received on or after the start date, refund will be prorated based on the date received and processing fee will be applied.	\$10 processing fee. Prorated charge for the number of classes that have met.
Recreation Classes (excluding classes held at Arts Barn)	Withdrawal requests that are received before start of program will be refunded less a \$10 processing fee. If request is received on or after the start date, refund will be prorated based on the date received and processing fee will be applied.	\$10 processing fee. Prorated charge for the number of classes that have met.
Arts Barn / Kentlands Mansion Classes & Camps	No refunds will be granted.	Cost of program
Arts Barn Theater / Kentlands Mansion Performances or Event Tickets	<u>No refunds</u> will be granted. Exchanges will be considered for another date/same show only.	Cost of ticket
Youth & Teen Sports Programs	Withdrawal requests will be granted when request is received prior to the first game of program. Requests received on/after the first game date will be prorated based on the date the request is received and a \$10 processing fee will be charged.	Before first game – no fee. On/after first game- \$10 processing fee and prorated charge for the number of dates that have met.
Youth Services sponsored activities: including, but not limited to Break Blasts, Half Day Hooplas, Youth Club trips and programs	Withdrawal requests will be granted when request is received prior to the first date of program. Requests received on/after start of program will be prorated based on the date the request is received.	Prorated charge for the number of classes that have met.
Summer Camps Programs	Refund requests made on or prior to May 17 are subject to a \$10 processing fee per session. Requests after May 17 will be subject to a \$30 processing fee per session. A \$10 withdrawal fee per session will be charged for cancellation of extended care. No refunds after program has started.	\$10 processing fee per session before May 17. \$30 processing fee per session after May 17 and \$10 processing fee per extended care session.
Clinics	Withdrawal requests that are received before start of program are subject to a \$10 processing fee per session. If request is received on or after the start date, refund will be prorated based on	\$10 processing fee per session. Prorated charge for the number of classes that have met.

	the date received and processing fee will be applied.	
Senior Center Classes & Trips	Withdrawal requests that are received before start of program will be refunded less a \$2 processing fee. If request is received on or after the start date, refund will be prorated based on the date received and processing fee will be applied. Withdrawal fee for trips equals cost of ticket or seat, unless admission can be resold.	\$2 processing fee. Prorated charge for the number of classes that have met. Trips – cost of ticket or admission.
<p><u>Additional information:</u></p> <ul style="list-style-type: none"> <li>• Even if not specifically listed, all program and activity withdrawals may be subject to processing fees. For information, contact Department of Parks, Recreation and Culture administrative offices at 301 258-6350.</li> <li>• If the Department cancels a program, activity, event or performance for any reason, or changes the location or time of a program and customer cannot attend, a full refund will be granted.</li> <li>• Full refund will be granted if the skill level of the class or activity is not appropriate for participant and an alternative class/activity is not available.</li> <li>• All refunds will be issued to the payer in form of debit or credit card reversal. All others will be refunded via check. Refunds will be processed within 2-4 weeks of receipt of request.</li> </ul>		