



RIVERSIDE COUNTY REGIONAL PARK
AND OPEN-SPACE DISTRICT
Credit or Refund Request Form



It is the policy of the Riverside County Board of Supervisors that credits and/or refunds to park users be considered under certain circumstances. All requests for credits shall be submitted in writing to the park from which the credit is requested. In order to be considered complete, each request must include:

- Park/Location Attended
- Date(s) Attended
- Amount of Requested Credit/Refund
- Reason for the Request

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE: _____

PARK ATTENDED: _____

DATE(S): _____

RESERVATION #: _____

PLEASE ATTACH RECEIPT HERE

AMOUNT OF REQUEST: _____ LESS **\$8.00** PROCESSING FEE: _____

REASON FOR REQUEST: _____

VISITOR SIGNATURE: _____ DATE: _____

IMPORTANT

Requests will not be processed without attached receipts. If your request is approved for a credit, you will be issued a credit slip voucher for future use of our parks. If your request is approved for a refund, refund will be in the form of a credit to the original payment method when possible or check refund.

REQUEST RECEIVED BY: _____

DATE/TIME: _____

PARK PERSONNEL COMMENT: _____

REVIEWING RANGER: _____

PARK RANGER COMMENT: _____

RANGER SIGNATURE: _____ DATE: _____

HQ Use Only	
Policy J-9 Section: _____	Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO
Approved/Denied by: _____	Date: _____
Credit or Refund: _____	Amount: _____
Reference #: _____	