



**TOWN OF MONROE**  
**PARKS & RECREATION DEPARTMENT**  
 7 Fan Hill Road  
 Monroe, CT 06468  
 Phone: 203-452-2806  
[www.monroerec.org](http://www.monroerec.org)



Credit Card Authorization Form

Please fill in card info in the boxes below

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Please indicate if Master Card, Visa or Discover (we don't accept American Express) \_\_\_\_\_

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Expiration Date

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CVC from back of card

Name as appears on card \_\_\_\_\_

Billing address \_\_\_\_\_

Is this a commercial/company credit card  YES  NO. If yes please provide company name \_\_\_\_\_

By my signature, I authorize the Town of Monroe Parks and Recreation Department to charge above credit card

\_\_\_\_\_ Date \_\_\_\_\_

All of the above credit card information must be filled in properly for us to process credit card payment.

Program(s) registering for \_\_\_\_\_

Invoice# \_\_\_\_\_

**CANCELLATIONS/REFUNDS INFORMATION**

Effective December 1, 2023

Monroe Parks and Recreation Department programs/activities/services are self-funded. The fees you paid for these programs/activities/services are used to cover the cost of instructors, facilities, supplies, etc. It is important to have full registration in all programs to provide the opportunity for participation and for the program to run. When you are thinking about registering for a program/activity/service, please note our new policy for cancelling/withdrawing your spot/reservation. If you need to cancel/withdraw 14 days or more prior to the start of the program you will be only refunded 50 % of the total program cost and the other 50% is the cancellation fee and will be retained by the department.

If you need to cancel/withdraw 13 days or less prior to the start of the program you will get an account credit of 50% of the total program cost and the other 50% is the cancellation fee and will be retained by the department.

After the start of any program/activity/service you are registered for there are No Refunds/Credits given.

A full refund will only be given if the request is in writing with a documented medical note submitted by a physician due to an illness/injury prior to the start of program. If one started a program/activity/service and can't continue due to an injury/illness, a pro-rated refund will be given, but a documented medical note is still required.

If the Monroe Parks and Recreation Department cancels a program/activity/service due to insufficient enrollment a full refund will be given. There are no refunds/credits when we reschedule a program/activity/service due to weather/unforeseen circumstance or facility changes and we provide a make-up class to attend. Your signature above indicates that you understand all the information on this page.