

“Crested Butte Parks and Rec provides high quality year-round recreational programs and amenities for residents and visitors alike. We value community connection, high quality of life, accessibility, healthy lifestyles, fair play, sportsmanship, economic vitality, and responsible stewardship of public funding.”

Facility Rental Cancellations, Payment, & Refund Policy

Facility demand in Crested Butte is high. Please read and understand the payment, cancellation, and refund policies below to ensure your rental is secure and goes smoothly.

1) Payment

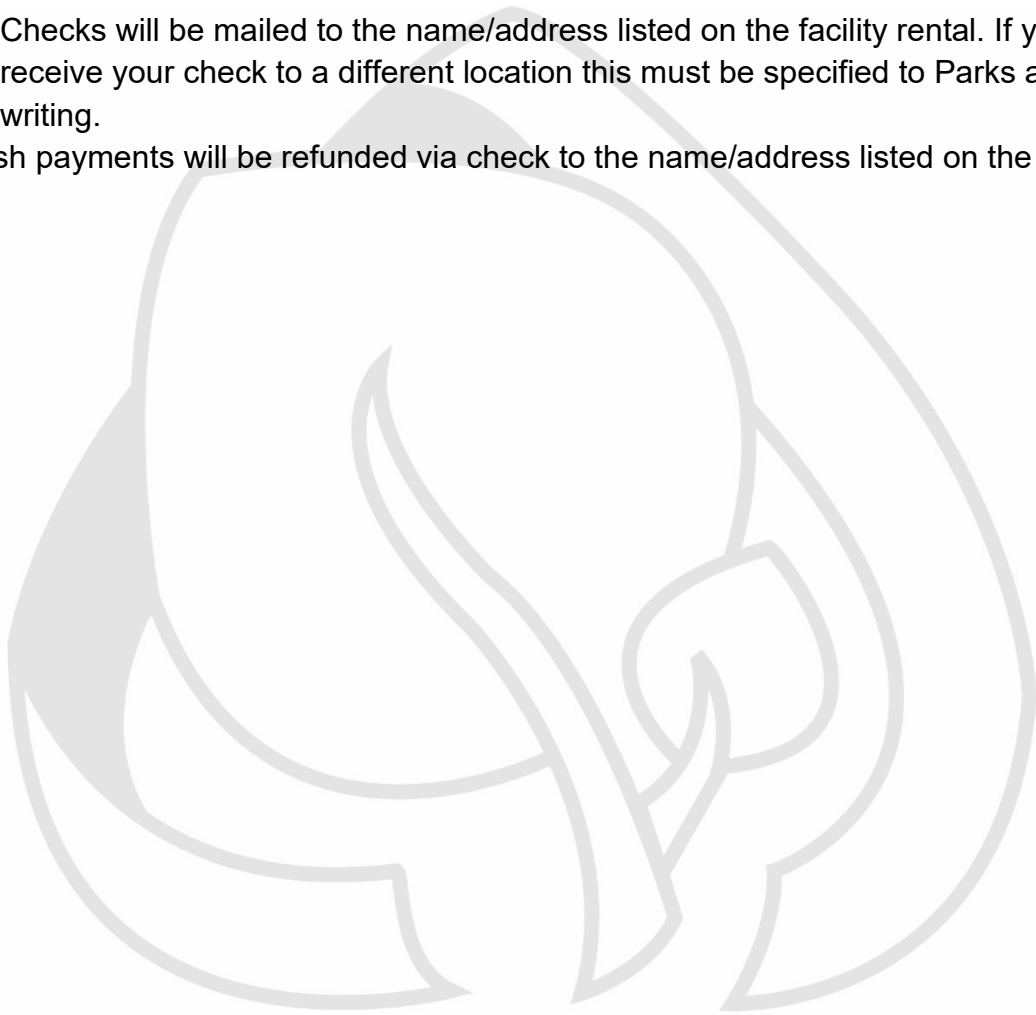
- a) Reservations are **NOT confirmed until we have received your deposit.**
 - i) Approved facility requests will be automatically released after 14 days if deposit has not been received.
 - ii) Payment via credit card is preferred.
- b) Full payment must be received:
 - i) 90 days prior to the first day of your rental for 3-day block rentals (Town Ranch, Big Mine, and the Depot)
 - ii) 30 days prior to the first day of your rental for all other rental types.
- c) Reservations made within the cancellation window will require payment in full up front.

2) Cancellations, Deposit Returns, & Change Requests

- a) **Cancellations:**
 - i) Must be submitted in writing (email preferred) to the Parks and Rec Department. Email address: recreation@crestedbutte-co.gov
 - ii) **3-Day Block Rentals** for large events at Town Ranch, Big Mine, and the Depot:
 - (1) Reservation must be cancelled 90 days or more prior to your first rental day to receive a full refund of the facility rental fee and deposit.
 - (2) Cancellations received less than 90 days prior to your first rental day but more than 30 days prior to your first rental day will be refunded the deposit and half the rental fee.
 - (3) Cancellations made less than 30 days prior to your first rental day will forfeit the rental fee and be refunded the deposit.
 - iii) **All Other Rentals:**
 - (1) **30 days or more prior to reservation:** A full refund will be issued for both the deposit amount and the facility rental fee.
 - (2) **7 – 30 days prior to reservation:** Half the facility fee will be forfeited. The other half of the facility fee and full deposit will be refunded.
 - (3) **Less than 7 days prior to reservation:** Facility rental fee will not be refunded. Deposit will be refunded.
 - (4) **Post Reservation:** If the facility is reserved and not used, no refund for the facility rental fee will be issued. Deposit will be refunded.
- b) **Post-Event Deposit Returns:**
 - i) Violations of facility rules and clean-up policies will result in partial or full forfeiture of deposit as determined by the Department.
 - ii) Fees paid via credit card within 180 days of the completion of the event will be refunded to the purchasing credit card.

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- (1) If the card has expired or is declined during the refund process, a check will be mailed to the name and address listed on the rental.
- iii) Fees paid via check or outside 180 days of the completion of the event will be refunded via check.
 - (1) Checks will be mailed to the name/address listed on the facility rental. If you wish to receive your check to a different location this must be specified to Parks and Rec in writing.
- iv) Cash payments will be refunded via check to the name/address listed on the rental.



CRESTED BUTTE Parks & Recreation