## • <u>Cancellation Policy</u>

- <u>Cancellations 30 days or more in advance</u> renter can receive the rental and deposit fee
  refund minus a \$25 cancellation fee or a credit for the full amount can be placed on the
  renter's account for future use.
- <u>Cancellations 29-15 days in advance</u> renter can receive a 50% refund of the rental fees and will lose the deposit or a credit of the 50% rental fee can be placed on the renter's account for future use.
- o <u>Cancellations 14 days or less</u> renter will forfeit all rental and deposit fees.

<sup>\*</sup>Credits placed on the renter's account for future use must be used with the City of Round Rock within 1 year. Renter can request a payout in the form of a check. A \$25 cancellation fee will be processed if the full amount was credited to the account.