

# **Richland Center Community Building Booking & Cancellation Policy**

The following rules apply to the Richland Community Building

All bookings of the Community Center must ~~be paid for in full~~ **pay 50% down** at the time of the booking. Phone booking is fine, but you will have (7) working days in which to pay **50%** for the booking. Failure to do so means your booking will be removed from our calendar.

Any booking that is canceled within (14 days) of the date will forfeit the entire amount of money. If before the (14 days) money will be returned.

Revised 12/12/22  
Effective 01/01/23