



# Return to Inventory

To receive credit for scheduled field time no longer needed, this form must be completed and submitted to the Parks Department subject to:

## CANCELLATION FEES

20 days or more notice – Full refund      19 days or less – No Refund

Organization: \_\_\_\_\_ Contact: \_\_\_\_\_

Contact Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Eve. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- If applicable, a credit will be applied to the organization account.
- Return to Inventory forms may be delivered via:

1. Mail or Hand Deliver  
City of Stanwood, Parks Department  
10220 270<sup>th</sup> Street NW  
Stanwood, WA 98292

2. E-mail [amanda.slattery@Stanwoodwa.org](mailto:amanda.slattery@Stanwoodwa.org)

DAY	DATE	START TIME	END TIME	COMMENTS



# Athletic Field Credit Request Form

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Date of Request: \_\_\_\_\_

Organization: \_\_\_\_\_ Contact: \_\_\_\_\_

Contact Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Eve. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- To receive credit for unused field, this form must be completed and submitted to the Parks Department.
- Credit Requests will only be considered for games and tournaments which were canceled due to inclement weather or field closures due to unsafe playing conditions.
- All requests will be reviewed and approved by the Maintenance Crew.
- Credit Request forms may be delivered via:

1. Mail or Hand Deliver  
City of Stanwood, Parks Department  
10220 270<sup>th</sup> Street NW  
Stanwood, WA 98292

2. E-mail [amanda.slattery@Stanwoodwa.org](mailto:amanda.slattery@Stanwoodwa.org)

DATE(S) OF SCHEDULED USED: \_\_\_\_\_

FIELD(S) SCHEDULED FOR USE: \_\_\_\_\_

TIME OF SCHEDULED USE: \_\_\_\_\_

REASON FOR REQUESTING CREDIT FOR UNUSED FIELD TIME:

\_\_\_\_\_

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## FOR OFFICE USE ONLY

Approved \_\_\_\_\_ Credit Amount \$ \_\_\_\_\_ Denied \_\_\_\_\_

Comments: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_