



CITY OF LARAMIE PARKS & RECREATION
 P.O. Box C / 920 Boulder Drive Laramie, WY 82073
 Phone: (307) 721-5269
 Fax: (307) 721-5284
 TDD (307) 721-5295



Membership Suspend/Cancellation Request

Name _____

Address _____ City/State/ZIP _____

Phone (primary) _____ (other) _____

E-Mail Address _____

Name of person paying for the membership (if other than member): _____

Membership type: _____ Start date of membership: _____

Requesting: Suspension start date: _____ end date: _____ Cancellation

Family Members Suspending/Cancelling as well? Yes No

Reason for requesting suspension or cancellation (**supporting documentation must be attached for request to be considered**): _____

- 1) Early cancellation of current contracts will be considered only under uncontrollable extenuating circumstances. Request must include supporting documentation.
- 2) Members must complete and sign a membership cancellation request at the Recreation Center to initiate the cancellation process.
- 3) All balances due must be paid in full.
- 4) Cancellation may be subject to a cancellation fee of not less than half of the remainder of the contracted fee.
- 5) All payroll deduction and bank withdrawal memberships will continue through the end of the membership date until the cancellation request is approved.
- 6) Cancellation completed during the month are effective on the last day of the calendar month.

Member's Signature _____ Date _____

Staff Signature _____ Date _____

For Office Use Only

Cancellation Fee: _____ Cancellation Effective Date: _____

Cancellation Approved by _____ Date: _____