



**Woodbury County Conservation Board  
4500 Sioux River Road  
Sioux City, IA 51109  
712-258-0838**

## **Refund and Cancellation Policy**

**Please consider this policy prior to purchasing your facility reservation.**

### **RESERVATION MODIFICATIONS (INCLUDING DATE CHANGE)**

Requests for any modification to an existing reservation must be made at least two weeks prior to the original reservation date. If the request is for a date change, the new date must be within twelve months of the existing date. A date change must be used for the same type of facility in the same Woodbury County Park. A reservation holder has only ONE opportunity to reschedule their original reservation. All reservation modifications must be made by calling the Conservation Office at (712) 258-0838. Any modifications to an existing reservation will be assessed a \$25 administrative fee.

### **CANCELLATION POLICY**

SHOULD YOU CHOOSE TO CANCEL A RESERVATION, YOU WILL FORFEIT 100% OF ALL RESERVATION FEES PAID. Please call the Woodbury County Conservation Board Office at (712) 258-0838 to cancel your reservation.

### **REFUND POLICY**

All reservations with Woodbury County Conservation Board facilities are FINAL and NON-REFUNDABLE. If the Woodbury County Conservation Board is unable to provide your facility (or like facility) in operable condition for the date of your event, however, a full refund will be issued.