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**STRATTON COMMUNITY CENTER**  
**215 Washington Street, Shelbyville, KY 40065**  
**502-633-1220**  
**Office Hours: M-F 8:30 a.m. - 4:30 p.m.**

## REFUND REQUEST

In case you need to cancel a reservation, please complete the information below and submit to the office of Shelby County Judge Executive Rob Rothenburger, 419 Washington Street, Shelbyville, KY 40019. To receive a full refund written notification must be received at least thirty (30) days prior to the date of your Stratton Center reservation.

Refund Requests are reviewed and repayment checks issued by the Shelby County Fiscal Court at regular scheduled meetings held on the first and third Tuesday of each month.

Renter's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### RESERVATION INFORMATION:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room: \_\_\_\_\_

In the space below, briefly explain the reason for cancellation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Refund Requests are reviewed and repayment checks issued by the Shelby County Fiscal Court at regularly scheduled meetings held on the first and third Tuesday of each month.

Please indicate below how you would like to receive refund check:

- Mail refund check to the address provided above.
- Notify me by phone/email to pick up refund check at the office of Shelby County Judge Executive.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date