



FOR OFFICE USE ONLY	
DATE REC'D/BY	FC DATE
CH#	AMT

— the —

STRATTON COMMUNITY CENTER
215 Washington Street, Shelbyville, KY 40065

Stratton Center Rental Office
501 Main Street, Suite 15
502-633-7685
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 Shelby County Occupational Tax Office, 501 Main Street, STE 15, 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