



# COUNTY of VENTURA



**GENERAL SERVICES AGENCY  
Parks Department**

J. Colter Chisum  
Deputy Director

## OUT OF POLICY REFUND REQUEST FOR CAMPING RESERVATIONS

Reservation # \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Park or Campground \_\_\_\_\_

Reason for out of policy refund request (Please include all relevant information to support your request. Attach documentation substantiating your request (Required))

Signature \_\_\_\_\_ Date \_\_\_\_\_

Out of Policy Refunds: Requests for an out of policy refund by park visitors who are unable to keep a reservation for personal reasons shall be considered and determined by the Director. Out of policy refunds are also available for extraordinary conditions such as severe storms or disaster conditions. Out of policy refund requests must be submitted in writing to the Parks Department and include documentation substantiating the circumstances justifying the refund. Out of policy refunds will not be issued for guest convenience.

Please email completed form and supporting documentation and/or photos to [county.parks@ventura.org](mailto:county.parks@ventura.org) or mail to 11201-A1 Riverbank Drive, Ventura, CA 93004

**Camping Reservation Cancellation Policy  
Effective March 1, 2022**

**Less than 48 hours prior to reservation check-in time:**

- 1) Reservation fee forfeited
- 2) All use fees forfeited through first two days/nights of reservation
- 3) Cancellation fee applied

**Non Check-In (No Show)**

- 1) Automatic cancellation of remaining reservation days after 48 hours
- 2) All fees paid are forfeited