



March 19, 2020

The Bartlett Park District realizes that this is an uncertain time for everyone and we would like to share our plan regarding programs and memberships.

**Memberships:** Members of **LIFECENTER** and pass holders at Splash Central that have paid in full will have memberships extended for the length of the closure. Memberships will be adjusted accordingly when facilities re-open.

- Monthly memberships scheduled for automatic payment will be suspended until facilities re-open. Billing will resume upon re-opening.
- One month passes will be extended accordingly.

**Before and After School Recreation and Travel Softball:** Scheduled automatic payments will be suspended until the facilities re-open. Billing will resume once we re-open and will be extended/credited accordingly. Patrons who paid in full will be credited/refunded accordingly based on the length of closure.

**Parties and Rentals:** Private events scheduled through the end of March will be rescheduled or refunded without a cancellation fee.

**Events:** All events that were scheduled to take place during the closure will be refunded automatically at this time. You do not need to request a refund. Some events are being evaluated and if they can be modified they will still continue as planned.

**Programs:** Currently all programs (including pre-school) are on hold. Refunds have been processed for those that have ended during the closure. We are working on a plan to reschedule or cancel other programs based on the re-opening date. Patrons will be credited/refunded accordingly when we have more clarity on the duration of the closure.

If you have any questions please feel free to contact us. We will continue to keep patrons up to date and we encourage you to check our website at [www.bartlettparks.org](http://www.bartlettparks.org) and/or follow our Facebook pages.

We thank you for your patience and understanding. We are looking forward to returning to normal and to creating fun for everyone; in the meantime please keep yourself and your family safe and healthy.

Rita Fletcher  
Executive Director  
Bartlett Park District