

TJC Policy Document: Tickets/Reservations Refund

Responsibility for policy: VP Programming
Date initially adopted: FY 2019
Last review date: FY 2019
Next review date: FY 2021

TICKETS/RESERVATIONS REFUND POLICY

Approved by Board of Directors February 24, 2019

The Jewish Center provides a wide range of programming and events for our congregants and the greater community, some of which require advance paid reservations or ticket purchase.

When a program/event requires payment, there will be a published member rate and greater community rate.

It is the policy of The Jewish Center that no reservation or issuance of tickets is complete without advanced payment. All sales are final. There should be no expectation of refund or reallocation of payment. Exceptions are limited to the following circumstances:

- The event is cancelled.
- The event is postponed and rescheduled and purchaser declines the new date.
- There is a wait list for a sold out event and the Director of Administration is able to resell the ticket/reservation.