

## **Payment Process**

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The applicant is responsible for payment of all charges associated with the group's use of facilities/sites. Checks should be made payable to Fraser Public Schools.

Fees associated with the event are due upon receipt of the invoice.

Any other special payment considerations must be submitted and approved by the Business Manager or an appointed designee.

General Information – Hourly rental fees and personnel fees are charged to all users at established rates for a given year. For large events, the building administrator and the facility director will determine the appropriate quantity of personnel. Rates are subject to change without notice. Please refer to rate schedule.

Notifications of cancellation must be submitted to the Business Office at (586) 439-7034. Cancellations made less than 48 hours before an event may be charged the full rental fee and personnel fees.

Non-payment of fees within thirty (30) days after invoice will result in the loss of facility use privileges.

Payments outstanding at the close of the school year are subject to referral to a collection agency.

The Business Manager may negotiate contracts for large volume users to benefit the school district. Flat fees may apply to certain events in order to cover costs incurred by Fraser Public Schools.

All fees charged for Use of School Facilities are to be remitted to the Business Office.