

Spring Hill School District Facility Scheduling Office Billing Procedure

- For all permits, an invoice will be mailed to the permit holder the month (30 days) following the last activity date. For example, if your permit extends from January 20 through February 19, you will receive an invoice in early March. (The invoice will be mailed to a separate billing address if that is indicated at the bottom on the Building Usage Request Form. Please note that the permit holder will be held responsible for payment if the bill is not paid by the individual/group listed in the billing address section.
- The payment is due upon receipt. Future permits will not be scheduled until all past due invoices have been paid in full. Failure to pay this invoice in a timely manner may result in denial of future rentals and/or other collection procedures.
- Payment may be in the form of cash or check. Checks should be made payable to Spring Hill School District #230, with the invoice number noted on the memo line of the check. When paying cash, please provide copy of the invoice to ensure the proper invoice is credited. A \$20 charge will be assessed on any checks returned for non-sufficient funds.
- The Facility Scheduling Office must be notified of any cancellations a minimum of 10 days prior to the date to be cancelled. Failure to do so will result in charges for the facility, as well as any time submitted by custodians (if custodial hours are scheduled).
- Multi-date permits may be revoked if two consecutive scheduled dates are not used without property cancellation.
- You will be billed for damages during your rental period. Upon entry, if damages are observed, you should immediately report this to the custodian on duty.
- If custodial, technical staff, or food service staff fees are required, they will be billed at the rate listed on the fee page. Fees will apply on weekends, holidays, and during winter, spring, and summer breaks if labor is available during these times. Custodial fees may also be charged for unusually large events or if extensive cleaning of the facility will be required after the event. Custodial fees will be billed at double time on holidays.
- Custodians are scheduled on half-hour prior to the scheduled start time, during the length of the permit, and on half-hour past the schedule ending time of the permit. The additional time is required for set-up and cleaning. Billing will reflect this additional hour of custodial time. However, the fee for the facility itself (for example, the gym) will only be for actual time used.
- Please direct billing inquiries to the Facilities Coordinator at 913-592-7263.