

REVISED: 5/6/2021

**ESTABLISHED BY: Facility Scheduling Office
PHONE NUMBER: 913.239.4251**



BLUE VALLEY SCHOOLS BUSINESS AND FINANCE FACILITY SCHEDULING PATRON GUIDELINE

BILLING AND PAYMENT PROCEDURES

To ensure the expectations for the payment of a facility permit are met the procedures listed below should be followed.

PROCEDURES

- An invoice will be mailed to the permit holder the month following the last date scheduled on the rental confirmation.
- Future permits will not be scheduled until all past due invoices have been paid in full.
- Payment may be in the form of cash, check, or money order. Checks should be made payable to BVSD No.229, with the reservation number noted on the memo line of the check. When paying cash, please include a copy of the invoice to ensure the proper invoice is credited.
- The Facility Scheduling Office must be notified of any cancellations a minimum of 14 days prior to the date of the event. Failure to do so will result in charges for the facility, as well as labor scheduled.
- A processing fee will be assessed for any approved changes requested less than 14 days prior to the permitted date for general reservations. For PAC/Little Theater reservations a fee will be assessed for any changes upon receipt of finalized confirmation. This fee will not apply if the cancellation or change is due to inclement weather or the district finds it necessary to cancel or change a permit.
- Multi-date permits may be revoked if two consecutive scheduled dates are not used without proper 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 and email the Facility Scheduling Office within 24 hours.

- If custodial fees are required, they will be billed at the current scheduled rate. Custodial fees may apply on weekends, holidays, and during winter, spring, and summer breaks. Custodial fees may also be charged for large events or for set-up and cleaning that is required as a result of the event. Custodial fees will be billed at double time on District and National holidays.
- Custodians are scheduled a minimum of one half-hour prior to the scheduled start time through one half-hour past the scheduled ending time of the permit. This 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 scheduled. Events that run longer than scheduled will be billed for the additional time used.
- Unpaid balances may result in the cancellation of current contracts, denial or prepayment of future contracts, and/or balances being turned over to collections.
- Please direct billing inquiries to the Facility Scheduling Office Bookkeeper at 913.239.4000.