



COMMUNITY DEVELOPMENT - FACILITY SCHEDULING

FAXING PROCEDURES

The following are specific guidelines around the ‘Signing and Faxing of contracts’ to ensure they are binding documents.

1. **One time Clients ONLY:** Contracts may be faxed, for signature, to one time clients that have paid for the time scheduled prior to the faxing of the document.

2. **All League/Season or Special Event/Tournament Clients (to include HRSB Clients):** These clients **MUST** come in to the appropriate Facility Scheduling Office to arrange for the payment of and the signing of these contracts. This gives the Scheduling office the opportunity to review the contract and any supporting documentation in person, to point out any irregularities and to set up the payment schedules/plans as required.

3. **Contract Amendments:** Contract Amendments may be faxed, for signature, to the client as required.