



COMMUNITY DEVELOPMENT - FACILITY SCHEDULING

PAYMENT PROCEDURES:

The following outlines the payment procedures that are in effect for the 2011 season. **It is the responsibility of all Leagues and Seasonal Clients to be aware of and to adhere to these procedures.**

All Leagues/Seasonal Clients will be required to pay the total amount owing on their contract(s) up front and in full at the same time that they pick up and sign for their contracts at the beginning of the season. Under certain circumstances, the option of a payment plan may be available.

Any required adjustments will be made during the season and the client's account balance will reflect these adjustments at season end. At that time there may be a credit on the client's account. That credit may be put towards the next season's facility usage or the client may request a refund in the form of a cheque. If the client has monies owing to the Halifax Regional Municipality, they will be notified of that amount. At any time during the season, clients may request an update on the status of their account.

IT IS THE RESPONSIBILITY OF THE CLIENT TO KEEP THEIR OWN ACCURATE RECORDS OF SCHEDULING TRANSACTIONS FOR REFERENCE PURPOSES. This would include the following:

- **Season Contracts**
- **Amendments**
- **Additional Requests**
- **Cancellations**
- **Field Closure Reporting Forms**