



Parks and Recreation - FACILITY SCHEDULING OFFICE

FAXING/SCANNING PROCEDURES

The following are specific guidelines around the signing and faxing/scanning of Facility Rental Contracts to ensure they are binding documents.

1. **One time Clients ONLY:**

Contracts may be faxed or scanned, for signature, to one time clients that have paid for the time scheduled prior to the faxing/scanning of the document.

2. **All League/Season or Special Event/Tournament Clients and Halifax Regional School Board 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/scanned, for signature, to the client as required.