



**COMMUNITY USE/RENTAL
THREE HILLS SCHOOL FACILITIES
Administrative Procedure 556**



**APPENDIX B – Billing Form
(Distribution: rental user, division office, and school)**

Groups will be billed for actual time used or requested, whichever is greater, plus any additional costs (if applicable) for damages and custodial time.

Name of Organization/Individual: _____

Responsible Member/Individual: _____

Contact and Phone Number: _____ Phone: _____

Mailing Address: _____
(bill will be sent to this address for payment purposes)

Facility/Space Requested: _____

Time / Date(s) for Use: (include set-up and take-down in your time required):

For School to fill out

Total Amount Owed as per Appendix C: Fee Schedule \$ _____

Please submit to Three Hills School so an invoice can be prepared. (Box 696, Three Hills, AB T0M 2A0)

Payment Attached

Cheque _____

Cash _____

Please Invoice (Appendix A must be completed)

Total Invoice _____

Monthly Specify: _____