



**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: \_\_\_\_\_