ORRVILLE CITY SCHOOL DISTRICT

841 North Ella Street | Orrville, Ohio 44667
Office of the Assistant Superintendent | (330) 682-5811

FINAL BILLING AND ADJUSTMENT POLICY

Facility Use — Payment Terms, Adjustments, and Additional Charges

PURPOSE

This Final Billing and Adjustment Policy establishes how facility use fees are calculated, invoiced, and collected by the Orrville City School District (the "District"). By acknowledging this Policy through ML Schedules at the time of application, the Applicant agrees to all payment terms herein. This Policy is incorporated by reference into any Facility Use Permit issued by the District.

ESTIMATED FEES AND FINAL INVOICE

1. **Estimated Fees at Approval.** When a facility use request is approved through ML Schedules, the system will display an estimated fee based on the spaces requested, the anticipated hours of use, and the applicable fee schedule. This estimate is not a final bill.
2. **Final Invoice.** The District will issue a final invoice after the event or, for multi-date reservations, at the end of each billing cycle. The final invoice reflects actual hours of use, actual staffing required, and any additional charges incurred during the event.
3. **Basis for Final Calculation.** Final fees are calculated from the time District personnel arrive to open the facility through the time the facility is secured and all personnel have departed. Any setup or cleanup time must be included in the reservation window. Use beyond the reserved time window will be billed at the applicable hourly rate, rounded up to the nearest half-hour.

ADJUSTMENTS TO ESTIMATED FEES

The final invoice may differ from the initial estimate for any of the following reasons:

- Actual hours of use exceeded or fell short of the reservation window
- Additional District staff (custodial, technical, or kitchen) were required beyond what was anticipated at the time of approval
- Equipment or other District property was used beyond what was originally approved

- Kitchen facilities or food service equipment were used, requiring a District Nutrition Services staff member to be present
- Damage to District property was identified during or after the event
- A fee waiver or reduction previously applied was reversed due to violation of permit conditions

The District will notify the Applicant of any significant adjustment to the estimated fee within five (5) business days of the conclusion of the event. The Applicant may request an itemized explanation of any charge.

LABOR AND ADD-ON CHARGES

The following additional charges apply when applicable services are required. These charges are in addition to the base facility rental fee:

Service / Charge	Rate
Custodial staff (per staff member, per hour)	$28.70 / hr (2-hr minimum)
Custodial overtime (after regular hours or weekends)	$43.10 / hr (2-hr minimum)
Nutrition Services staff (kitchen use, per hour)	$33.30 / hr (2-hr minimum)
Nutrition Services overtime (after regular hours or weekends)	$50.00 / hr (2-hr minimum)
Technology / A/V support (per staff member, per hour)	$36.40 / hr (2-hr minimum)
Technology / AV support overtime (after regular hours or weekends)	$54.60 / hr (2-hr minimum)
Damage / cleaning beyond normal wear	Actual cost of repair or cleaning
Late payment fee (balance unpaid after due date)	$25 flat fee + 1.5% / month

Rates are reviewed annually and are subject to change. Current rates are posted in the ML Schedules fee schedule.

PAYMENT TERMS

1. **Occasional Rentals (single-date).** Payment in full is due no later than five (5) business days before the scheduled event. Payment may be made by check payable to the Treasurer, Orrville Board of Education, or by other method accepted by the District at the time of payment. Failure to pay by the due date will result in cancellation of the reservation.
2. **Extended Rentals (multi-date).** Payment in full for the first billing period is due prior to the first date of use. For ongoing reservations, the District will issue invoices monthly. Each monthly invoice is due within fifteen (15) days of the invoice date. A deferred payment

schedule may be arranged only upon written approval of the Superintendent or Superintendent Designee prior to the start of the reservation.

3. **Final Balance After Adjustments.** If the final invoice reflects an amount greater than any deposit or payment already made, the balance is due within fifteen (15) days of the invoice date. If the final invoice reflects an overpayment, the District will apply a credit to future use or issue a refund within thirty (30) days.
4. **Damage Charges.** Invoices for property damage are due within thirty (30) days of issuance. The District reserves the right to require an advance deposit for events presenting elevated risk of damage, as determined by the Superintendent or Superintendent Designee.

NON-PAYMENT AND DELINQUENT ACCOUNTS

1. Accounts with outstanding balances are subject to a late payment fee of $25.00 plus 1.5% per month on the unpaid balance.
2. The District will deny future facility use requests from any organization or individual with an unpaid balance, regardless of who is submitting the new request, until the account is paid in full.
3. Delinquent accounts may be referred to the District's legal counsel for collection. The Applicant agrees to pay all reasonable costs of collection, including attorneys' fees, in addition to the original balance owed.
4. The District reserves the right to cancel an active reservation and require immediate vacating of the premises for non-payment or violation of any permit condition. No refund will be issued for reservations cancelled due to non-payment or policy violations.

CANCELLATION AND REFUND POLICY

- Cancellations made five (5) or more calendar days before the event: full refund of any payment received, less a $25 administrative processing fee.
- Cancellations made four (4) or fewer calendar days before the event, or no-shows: no refund. The District will invoice any unpaid balance.
- District-initiated cancellations (school emergency, weather, facility conflict): full refund or credit toward rebooking, at the Applicant's election.
- All cancellations must be submitted through ML Schedules. Verbal cancellations are not accepted.

BILLING DISPUTES

If the Applicant believes a charge on the final invoice is incorrect, the Applicant must submit a written dispute to the Superintendent or Superintendent Designee within fourteen (14) business days of the invoice date. The dispute must identify the specific charge(s) and the basis for the disagreement. The Superintendent or Superintendent Designee will review and respond in writing within twenty-eight (28) business days. Undisputed charges remain due by the original payment deadline.

Questions regarding billing should be directed to the Office of the Superintendent or Superintendent Designee at (330) 682-5811 or via the district's ML Schedules portal.

ELECTRONIC ACKNOWLEDGMENT

By checking the acknowledgment box in ML Schedules when submitting a facility use request, the Applicant certifies that they have read, understand, and agree to all terms of this Final Billing and Adjustment Policy. This electronic acknowledgment shall have the same legal effect as a handwritten signature.