

Payment & Cancellation Schedule for University Clients

Payment Schedule	
<u>Reservation Date</u>	<u>Facility Fee Payment</u>
more than 12 months prior	15% deposit due
<i>At 12 months prior, total deposit of 50% due</i>	
31 days - 12 months prior	50% deposit due
30 days prior	Full balance due
All initial payments are due two weeks after booking a facility.	

Cancellation Schedule	
If cancelling	you...
more than 8 months prior	receive a full refund
31 days - 8 months prior	forfeit 50% of deposit
0 - 30 days prior	owe 100% of facility fees