



MADISON PUBLIC SCHOOLS
Madison, Connecticut

PAYMENT PROCEDURES

1. Organizations are prohibited from making any payments for rental of facilities or other associated charges to District Employees. All payments related to rental activities must be made through invoices issued by the Madison Public Schools' Business Office.
2. Rental fees are due and payable upon receipt of an invoice from the Madison Public Schools' Business Office. Failure to make timely payments may jeopardize future rentals.
3. Refunds/credits for multiple use agreements are not provided if the group cancels any dates booked. If the school cancels any dates booked, a refund will be provided, unless additional dates [acceptable to both parties] can be booked within the current school year.

Facilities will be left in the same condition as found. Any additional cleaning by custodial staff or vandalism will result in additional fees to be assessed.