

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Reservations			NO. 6.1		
ISSUED February 1988	REV. February 14, 1995	REV. February 19, 2002	REV. March 11, 2008	REV.	REV.
POLICY Billing Procedure			PAGE OF 1 OF 1		

PURPOSE: To properly inform Skutt Student Center clients of charges applicable to their use of the facility and to expedite payment of those charges.

SOURCE: Skutt Student Center Advisory Board

POLICY: The User Fee Structure for the Skutt Student Center is divided into three tiers.

Tier I (University) - For registered student organizations and university departments

Tier II (Affiliate) - For current students, faculty, staff, or alumni who wish to use the facility for personal events and organizations or groups with official association with the University

Tier III (Public) – For off-campus groups

Tier I clients will be charged for the use of the facility when any of the following apply:

- Special openings
- Late closings
- Equipment Rentals
- When attendance is not primarily Creighton student, faculty and/or staff

As soon as the Reservations Office can determine a total for special charges, the office will request a University account number from the client to authorize an interoffice transfer. Tier I clients without a University account will be billed after the event with an expectation to pay the balance within 30 days. Failure to make payment after the second statement will cause reservation privileges to be revoked for that group until the financial obligation is paid.

Tiers II and III clients will be expected to deposit \$150.00 or half the total room fees, whichever is less, at the time of reservation. Any balance due must be paid 10 days prior to the event. Special payment plans may be arranged through the Reservations/Event Planning Manager only.

Failure to make payment by the due date will constitute a second request to be issued and a late fee will be incurred as follows:

Days Past Due	Penalty
0-60	No additional fee
60-120	10% of total bill
120 - 180	20%
After the bill reaches 180	Send client to collection agency

Payment may be made by cash, check, credit card, or transfer from a University account.

Signature/Date
Skutt Student Center Advisory Board Member

Signature/Date
Vice President for Student Services or
Designated Representative