

FACILITY POLICY
V. J. and Angela Skutt Student Center
Harper Center for Student Life and Learning

SECTION Reservations and Event Fees & Billing			NO. 4.11		
ISSUED February 1988	REV. February 14, 1995	REV. February 19, 2002	REV. March 11, 2008	REV. January 2011	REV. May 2011
POLICY Billing Procedure			PAGE OF 1 2		

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

SOURCE: Skutt Student Center Advisory Board and Harper Center for Student Life and Learning Administration

POLICY: The client tier definitions and appropriate fees for the Skutt Student Center and Harper Center for Student Life and Learning are located in Policy 4.1.

Tier 1 - When the Reservations and Event Planning office determines a total for special charges, the office will request a University account number from the client to authorize a journal 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 2 and 3 – Clients will be expected to deposit half of the total rental fees at the time of reservation. Deposit is due within two weeks of receipt of contract.

Payment may be made by cash, check, credit card, or transfer from a University account. Failure to make payment by the due date will result in a second request being issued and a late fee will be incurred as follows:

Days Past Due	Late Fee
0-29	No additional fee
30-59	10% of total bill
60-89	15% of total bill
90-119	20% of total bill
120+	Client will be referred to a collection agency

Payment Information:

Remit payment to-

Business Manager
Skutt Student Center
2500 California Plaza
Omaha, NE 68178