San Ramon Valley Unified School District Facilities Use Department <u>facilities.use.staff@srvusd.net</u> ♦ (925) 824-1883

Payment of Fees

- > Full Payment is due 2 weeks before the first date on the approved Permit.
- SRVUSD currently accepts payments in the form of check or credit card (Visa and Master Card are accepted). A convenience fee of 3.5% per transaction fee will be assessed when paying by credit card.
- Credit Card or E-check payment can only be made through your Facilitron account (click on Invoices).
- Failure to pay the fee in advance may result in termination of the agreement without written notice. Payment for any use beyond the terms of the approved permit must be made within seven (7) business days of notice.
- Checks can be mailed to:

Facilitron P.O. Box 1935 Los Gatos, CA 95031