



POLICY STATEMENT:

A policy to deal with outstanding Recreation Accounts.

APPLICATION:

All Town of Minto Recreation Facilities.

PURPOSE:

This policy will ensure that outstanding recreation accounts are more easily collected and to provide direction to staff on how to effectively deal with customers who have outstanding recreation accounts and continue to rent Town of Minto Recreation facilities.

DESCRIPTION:

Customers with an outstanding recreation account of 30 days or more receive a phone call from the Facility Manager. The Facility Manager will alert the customer to their outstanding account and let them know that if payment is not received in full within 2 weeks that their facility use with the Town of Minto will be suspended until payment is received or other arrangements have been made with the Recreation Department.

Adopted by the Council of the Town of Minto
On October 5, 2005