**Section 1510.310 Payment of Rental Fees**

a) The Administrative Assistant will prepare a bill in accordance with the rate schedule shown at Section 1510.Appendix B for the rental payment and forward it to the lessee with the proposed contract. The lessee will return the signed contract, check, proof of insurance, and any other required documentation to the Administrative Assistant.

b) Unless other arrangements are made with the armory manager at the time of preparation of the armory rental worksheet, the lessee will submit payment in full for a one-time rental of the armory at the time the contract is signed. In all other cases, the lessee will pay all bills in full within 15 days after receipt.