



## Facility Use Payment Instructions

Facility use applications are **not** approved until full pre-payment of the fees have been received. To facilitate access to the school, and to provide the best experience possible for our community, facility use payments are due two weeks prior to the first use date.

1) Pay on-line at this link <https://puyallup.revtrak.net/Facility-Use/#/list>

2) Call in a credit card payment:

Call the Accounting Department at **253-841-8767 and (253)841-8762**. You will need to reference your building use number and the amount that you owe.

3) Pay by check:

Checks should be made payable to the Puyallup School District. Payments are accepted by mail or in person at the Operations Department.

PSD Operations Department  
Attn: Facility Use  
323 12<sup>th</sup> St NW  
Puyallup, WA 98371