1. Click on SHOP/Items at all Schools
2. Click on ‘OTHER BLDGS/RENTALS’
3. Click on SCHOOL: ‘OTHER BLDGS/RENTALS’
4. Click on the building/theatre you are renting
5. Enter the amount of your rental and/or labor in the ‘00/00 amount’ field and click BUY.
6. FILL IN ALL FIELDS WITH NAME, CREDIT CARD #, EXPIRATION, CARD SECURITY CODE, AND ADDRESS. CLICK ON ‘PAY NOW’

7. PAYMENT HAS BEEN SUBMITTED!