

Garaway Local Schools
***Belden Center* Use Request and Agreement**

211 Dover Road NW, Sugarcreek, Ohio 44681

Name of rental group: _____
(Type or print please)

Rental Date(s): _____

Event:

Anniversary/Wedding Reception

Wedding Rehearsal Dinner

Birthday Party

Other: _____

(Type or print please)

Garaway Civic or Church Group

Garaway School or Civic Student Group

Fee Schedule:

\$200.00/day (preparation day(s), etc.)

\$40.00/hr, min. \$80.00, max \$200.00

\$40.00/hr, min. \$80.00, max \$200.00

\$40.00/hr, min. \$80.00, max \$200.00

\$10.00/hr, min. \$20.00, max \$80.00

FREE

- Minimum 2 hour custodial fee @ \$30.00 per hour
- Custodian must be present if kitchen is utilized
- Wedding Receptions and Rehearsal Dinners must have custodian present full time except for any preparation days unless requested
- Deposit required to book event is the applicable minimum rental fee. Deposit will be refunded in event of cancellation.

FOLLOWING THE EVENT, the Group Sponsor will be billed at the above custodial rate as determined by the event held and hours documented by the assigned custodian.

Will the kitchen be used for the event? Yes _____ No _____

Sponsor of rental group (Name of Individual): _____
(Type or print please)

Address of Group Sponsor: _____

Phone Numbers of Group Sponsor: (Home) _____ (Cell) _____

Email of Group Sponsor: _____

The Board of Education and its agents and employees, assume no liability for accidents or injuries incurred by individuals using facilities during this rental. Failure to comply with any of the conditions listed above, on the reverse side of this form, or in Board Policy #7510 is a justifiable reason for denying future use of Board of Education property.

Group Sponsor Signature: _____ Date _____

Garaway Designee Signature: _____ Date _____

SEND A COPY OF THIS AGREEMENT TO THE TREASURER'S OFFICE WHEN THE GROUP REGISTERS.

Rules and Guidelines

1. Arrangements must be made with the athletic department secretary and a contract signed.
2. An individual 21 years of age or older from the group must be designated as "Group Sponsor" and be present and supervise the event.
3. The group is responsible for all clean-up.
4. The group is responsible for any damage above normal wear and tear to the facility or school property.
5. Groups will hold the Board of Education harmless in case of accident/injuries.
6. Non-Garaway resident groups must provide evidence of general liability insurance.
7. The use of tobacco, alcohol, or narcotic drugs is prohibited on school grounds.
8. Food should be restricted to the eating area only.
9. Any board employee, school custodian, or cook who is assigned to be present during rental periods will have the responsibility to open and close the building, supervise the operation of all school equipment, and insure compliance with all rules and regulations of the Board of Education.

RENTAL INVOICE

Rental Group Sponsor _____ Rental Date(s) _____

Event: Anniversary _____ Wedding Reception _____

 Birthday Party _____ Rehearsal Dinner _____ Other _____

Building Use Daily Fee @ \$200.00 per day X #Rental Dates\$ _____

Building Use Hourly Fee: _____ hours (2 hr min.) @ \$40.00 per hour\$ _____

Building Use Hourly Fee: _____ hours (2 hr min.) @ \$10.00 per hour (Civic)\$ _____

Kitchen used? Yes _____ No _____

Custodial Fee: _____ hours @ \$30.00 per hour\$ _____

Damages to school property\$ _____

Less: Deposit.\$ _____

TOTAL DUE\$ _____

Payment is due within 30 days of invoice date.

Make checks payable to: GARAWAY LOCAL SCHOOLS and return to: Garaway Local Schools, Treasurer's Office, 146 Dover Road NW, Sugarcreek, OH 44681.

Date _____

Sheryl Hardesty, Treasurer/CFO