

Rules and Guidelines

1. Arrangements must be made with the building principal and a contract signed.
2. An individual 21 years of age or older from the group must be designated as "Group Sponsor" to be present and supervise event.
3. The group is responsible for all cleanup.
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. No school buildings in the Garaway Local School District will be rented between August 1 and the first day of school due to cleaning requirements. This includes all regular rental agreements such as churches or civic groups.
8. The use of tobacco, alcohol, or narcotic drugs is prohibited on school grounds.
9. Gym shoes are required in all gyms.
10. No food should be taken into gyms. Food should be restricted to the cafeteria unless arrangements have been made with the building principal.
11. No changes to the school structure or wiring, nor the erection or removal of scenery or props is permitted without the written consent of the building principal.
12. Adequate heating can be assured only during regularly scheduled hours of school operation.
13. 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) _____

Building Use Fee: _____ hours @ \$_____ per hour * _____ # rooms rented. . . \$ _____
Rental Dates X _____

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

Cook Fee: _____ hours @ \$25.00 per hour \$ _____

Damages to school property _____ \$ _____

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