

CHAGRIN FALLS EXEMPTED VILLAGE SCHOOLS FACILITY RENTAL PROCEDURES

1. All use of the school buildings must comply with the Board Approved policy for COMMUNITY USE OF SCHOOL FACILITIES (File: KG and KG-R).
2. Applicants for facility usage (billable and non-billable) need to make application with the Athletic Office or Business Facilities Office.
3. Please complete the appropriate rental application form for a room rental, Performing Arts Center rental or Field Rental. Forward the completed form to the Business/Facilities at 400 E. Washington Street, Chagrin Falls, OH 44022 or email to annette.morud@chagrinschools.org.
4. The RENTAL PERMIT will be completed and signed by a Chagrin Falls Employee and the Rental Applicant.
 - Proof of liability insurance must be received prior to the actual rental.
 - Note any special set-up needed.
 - If proceeds go to charity, please indicate on the rental form.
5. The Business/Facilities Office will invoice the renting organization and collect all fees. Invoices will only be processed after all forms are completed correctly.
6. Questions should be directed to the Business/Facilities office at 440-247-5449 or Assistant Athletic Director at 440-247-2072, ext. 4447.

Revised 9/28/07