

West Geauga Local Schools

Procedure for Lending Tables/Chairs

Submit all forms to:
Diane Martin
BOE Office

The guidelines for removing tables and/or chairs from any school building are as follows:

1. Any individual/organization/staff member requesting the temporary use of tables and/or chairs from the school district must complete this form.
2. The form must be submitted to the Head Custodian at least 24 hours prior to the pick-up time.
3. A \$100.00 deposit must be made at the time of application. The deposit is fully refundable. The check made out to the West Geauga Local School District will be returned upon receipt of all undamaged items.
4. When picking up or dropping off, arrangements must be made to have a sufficient number of individuals to load and unload the tables and/or chairs.
5. It is the responsibility of the person borrowing the items to inspect them for damage and record it on the form.
6. The tables and/or chairs must be returned on the designated return date.
7. Loss or damage of the tables and/or chairs will be the responsibility of the borrower. The Business Manager will collect all costs for losses or damages.
8. The availability of the tables and chairs will depend on the use at the school, which has first priority.
9. The form can be generated at the school office or the central office.
10. All employees borrowing tables/chairs should use this form. A deposit is not required.
11. All applicable board of education policies and/or administrative guidelines are in force.

APPLICATION FOR USE OF TABLES AND/OR CHAIRS

Date: ____ / ____ / ____	Deposit Check #: _____	Number of Chairs Requested: _____
Individual/Organization: _____		Number of Tables Requested: _____
Name of Person Responsible: _____		Date of Pick-Up: _____
Home Address: _____		Time of Pick-Up: _____
		Date of Return: _____
Phone # Day: _____		Time of Return: _____
Phone # Evening: _____		
Damages: _____		

In consideration of being allowed to borrow school district property, I voluntarily assume all risks of accident or injury and agree to release, indemnify and hold harmless the West Geauga Local School District, its board, officers, agents and employees from any and all liability for injury, damage, legal and other expenses, and the costs of suit brought by any person, firm or entity sustained in connection with the use of the property.

Signature of Person Responsible: _____ Date: _____

Approved By: _____ Date: _____

----- TO BE COMPLETED UPON RETURN OF TABLES/CHAIRS -----

DEPOSIT RETURNED TO:
Signature of Person Responsible: _____ Date: ____ / ____ / ____ By: _____

White - Head Custodian Yellow - Person Responsible Pink - School Office Gold - Central Office