

EAST HIGH SCHOOL

Reminders for Renters

If you have any questions about what is available to you, please ask in advance of your event. We want you to have the best possible experience while you are on our campus and want things to run as smoothly as possible. Thanks for your help with these items.

- **All paperwork must be completed/submitted and all payments made in advance or your rental will be canceled**
 - Paperwork: signed rental agreement; certificate of insurance; proof of non-profit status (if applicable)
 - Payments: rental Fees; deposit
- **No food or drinks on playing surfaces or in the Auditorium**
 - Includes: gum and seeds
 - Exception: water
- **Only equipment/services outlined in the rental agreement or discussed prior to the rental will be available** – do not assume that school/sports equipment will be available to you
- **Stay off any equipment or out of any areas that are not part of your rental**
 - Examples: children playing on football/track equipment or soccer goals; climbing on closed bleachers or mats; running/playing in halls
- **You are responsible for everyone attending your event; please make sure parents, coaches, and others in charge are providing proper supervision of those both participating and spectating**
- **We do not provide security or medical personnel/supplies for your event** – but will help if possible in an emergency
- **All rental activities and behaviors must be appropriate for schools**
 - Includes: appropriate language and content (individuals, music, images, etc.); alcohol, tobacco products (including e-cigarettes/vaping), and other controlled substances are not allowed on school property
- **You are responsible for all cleanup**
 - If custodians are part of your rental, they are there to:
 - Open/close areas; set up/take down items outlined in rental contract; allow for restroom access/maintenance; empty garbage can liners; assist with cleanup of spills or other accidents; provide general help with unforeseen issues when possible
 - **CUSTODIANS ARE NOT PAID TO CLEAN UP AFTER YOUR GROUP**
 - if you would like to pay for additional custodial hours, you can do so at the rate on the rental fee schedule
 - if you leave a mess, additional custodial hours will be deducted from the return of your deposit