

## School Rental Checklist

- [ ] Go over school rental policy with applicant; especially fees and insurance requirements
- [ ] Check rental date and make sure school is available
- [ ] Review application for signature and accuracy
- [ ] Make sure release is signed
- [ ] Get copy of insurance certificate
- [ ] Review insurance certificate –
  - St. John School Board listed on the certificate
  - Make sure date on certificate matches the rental date
- [ ] Get proof that applicant has security for the entire function
- [ ] If using kitchen make sure that a cook is assigned to function
- [ ] Collect fee – Only Money Orders and Cashier's Checks; No cash or personal checks
- [ ] Get Principal to approve application
- [ ] Give applicant a copy of application
- [ ] Notify the maintenance department
- [ ] Assign staff to function