

SCHEDULING:

1. Guam Department of Education (DOE) will have priority on scheduled use of school facilities.
2. DOE reservation of facilities will be made on a first come first served basis.
3. Government of Guam Agencies and other outside organizations may request the use of facilities at least two (2) weeks in advance.

RULES OF USE:

1. P.L. 27-116 – No Guns, Drugs, Tobacco, Alcohol, Weapons, or Smoking permitted on campus.
2. No Food, Drinks or Gum chewing permitted inside the gymnasium.
3. No Paper Cups, Glass containers or other open containers allowed in the gymnasium.
4. No Stakes shall be used as anchors on the track field.
5. No Vehicles, heavy equipment or machinery on track and immediate areas surround the track.

STAFFING:

1. George Washington High School personnel will be assigned to open and close facilities.
2. No keys will be issued to non-GWHS employees.
3. A Fifty Dollar staffing fee will be charged for hours outside normal hours of operations:
7:00 a.m. – 3:30 p.m. Mon –Fri.

FEES:

All fees paid for use of facilities must be in the form of a Certified Check.

1. **RESERVATION DEPOSIT** – A non-refundable deposit will be required at the time of the reservation.
 - A. For Guam Department of Education – \$50.00
 - B. For Non-DOE – 50% of the Total Usage Fee not to exceed \$150.00 for reservation.
2. **CLEANING DEPOSIT** – A cleaning deposit will be required on the first day of use as follows:
 - A. DOE – The DOE School or Division must provide a custodian who will clean the facility to the satisfaction of GWHS.
 - B. Non-DOE - \$150.00. If the activity or event sponsor cleans the facility to GWHS satisfaction, the cleaning deposit will be refunded. If the facility is not cleaned immediately after the event or activity, the activity or event sponsor GWHS will use the funds to hire help to clean.
3. **USAGE FEE** –
 - A. Classroom or Similar Space \$050.00 per room per day
 - B. Gymnasium/Field Facilities
 1. DOE \$150.00 per day
 2. Government Agencies \$200.00 per day and 10 % of Admissions if applicable
 3. Non-Profit Organization \$200.00 per day and 10 % of Admissions if applicable
 4. All Others \$500.00 per day and 20 % of Admissions if applicable
4. **POWER RATES** –
 - A. Classrooms \$05.00 per hour per room
 - B. School Gymnasium \$10.00 per hour
 - C. Cafeteria/Dining Hall \$10.00 per hour
 - D. Football/Soccer Fields \$25.00 per hour

Funds collected for power usage will be forwarded by G.W.H.S. to the Administrator, Financial Affairs to be used to off set power expenses.

“Shaping a better community by developing college and career-ready students through quality education.”

Our purpose is to provide our students with the skills and knowledge they need to make wise decisions and be good productive citizens.