

*AGOR 37-2, (Army)
177-4, (Air)

**ADMINISTRATION OF FACILITY RENTAL & MAINTENANCE
AND STATE FUNDS WITHIN THE UNITS AND ARMORY BOARDS
OF THE OHIO NATIONAL GUARD**

EFFECTIVE: 28 March 2008

Local supplementation of this regulation is not permitted.

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CHAPTER 1

GENERAL

1-1. **PURPOSE.** This Ohio Army and Air National Guard regulation establishes basic policies and procedures for the administration of unit and armory board funds, for all expenditures to include rentals, maintenance and repair of facilities.

1-2. **APPLICABILITY.** The policies and procedures prescribed by this regulation are applicable to all funds established and governed by Chapters 5911 and 5923 of the Ohio Revised Code and by the Adjutant General.

1-3. EXPLANATION OF TERMS:

(1) **Appropriated Funds.** All funds that are appropriated each state fiscal year (July 1 - June 30) by the General Assembly and distributed to each unit or organization of the Ohio Army and Air National Guard, pursuant to Section 5923.20 of the Revised Code. The J3 personnel will provide State Finance with a list of units (Battalion/Squadron level or greater) to receive funds NLT 30 June each year for the Army and Air guard. The list will include number of authorized personnel in each unit, as well as new unit activation dates, if applicable. Appendix A of this regulation identifies those units within the Ohio National Guard who are currently authorized to have unit funds.

(2) **Non-appropriated Funds.** All other Funds that are not appropriated. i.e. funds collected from vending machines, court martial fines (defined by Section 5924.142 of the Revised Code), gifts, Armory Rentals, or donations for the benefit of the unit or organization.

a. **Unit funds:** Funds that are maintained by an Ohio Army/Air National Guard unit in an authorized bank account and can consist of both appropriated and non-appropriated funds. Each authorized unit will have a unit fund account. When a unit is a sole occupant of a facility it can keep both appropriated and non-appropriated funds in the same unit fund account. In all cases where appropriated and non-appropriated funds are co-mingled, all funds will be tracked and accounted for as appropriated funds.

b. **Armory Board Funds:** Funds that are received through other than appropriated means and maintained in an authorized account. Every facility having more than one unit will have an armory board fund. These funds are for the benefit of all units within the facility. The senior commander in the facility has the responsibility for operating this fund.

1-4. **POLICIES.** Commanders are required by state law to account for and administer all appropriated and non-appropriated funds. The commander is responsible for maintaining accurate records of all transactions regarding the funds. The fund records are subject to audit by the State Auditor's Office at any time with and without notification.

1-5. **RESPONSIBILITY.** Each commander who is given appropriated or non-appropriated funds has the responsibility for the administration and accounting of those funds. In multi-unit armories, the senior facility commander has overall responsibility for administration and accounting of the funds for The Armory Boards of Control. In single unit armories, responsibility for the administration and accounting of funds remains at the Battalion or Squadron command level. When notice of irregularities in any fund or account is received from the Adjutant General's Department or a representative of the State Auditor's Office, corrections or safeguards shall be made by the responsible officer immediately. Anyone suspecting illegal conduct in the administration of any fund shall report instances to the next higher commander and the State JAG Officer who will file a report with the State Highway Patrol.

This regulation supersedes AGOR 37-2, 1 July 1997.

CHAPTER 2

UNIT FUND ACCOUNTABILITY

2-1. GENERAL. Section 5923.20 of the Revised Code requires the commander of each authorized unit of the Ohio National Guard to account for the funds as directed by the Adjutant General, as administrative head of the Ohio National Guard. This responsibility **shall not** be delegated.

2-2. SPECIFIC.

The Commander:

1. Is responsible for receipt, management, and administration of unit funds described in Section 1.3.a. For single unit armories, the senior unit (Battalion/Squadron/MSA/Wing) Commander is responsible for the combined unit and armory board fund.

2. Is responsible for assuring efficient and appropriate management of unit funds so that each fund benefits the unit.

3. Shall verify the accuracy of the unit fund account.

4. Shall approve all expenditures and, upon receipt of a proper invoice, promptly execute the check for payment. Refer to Chapter 6 for authorized expenditures.

5. Shall certify reconciliation of monthly bank account statements and assure proper accounting of purchased property.

6. Shall secure funds and fund records/accounts at all times.

7. Is not authorized to incur obligations which exceed the balance in the unit fund account. Unauthorized expenditures or obligations could result in personal liability for the Commander.

2-3. CHANGE OF COMMANDER.

a. When a change of command occurs, the out-going Commander will accomplish the following tasks but remain responsible for all transactions while in command:

(1) Obtain a current bank account statement.

(2) Reconcile the statement with the checkbook and voucher file.

(3) Prepare a Statement of Transfer & Receipt (Appendix A); one copy to be placed in the Voucher File and one copy to be forwarded to the next higher commander.

(4) Place a copy of the change of authority signature card from the bank in the Voucher File.

b. The incoming Commander will ensure that the current unit/organization funds balances are accurate. Any perceived irregularities should be reported to AGOH-DIMR-FI prior to any further transaction on the unit/organization fund account.

2-4. ESTABLISHING A NEW UNIT FUND.

a. Upon notification of the activation of a new unit (see Para 1-3 (1)), AGOH-DIMR-FI and ESSO (Air) will add the new unit to the Ohio National Guard unit fund listing but the unit will not receive a warrant check for funds until the beginning of the next budget year. There are no additional funds available for issue after initial distribution at the beginning of the budget year. MSCs, Wings, Battalions, or Squadrons can reallocate funds within their command until the unit receives initial funding at the beginning of the next budget year. It is the responsibility of the next higher commander to ensure the new unit commander thoroughly reviews the applicable AGOR, establish the unit fund checking account, and maintain all subsequent transactions and documentation in accordance with this regulation.

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2-5. CLOSING A UNIT FUND (FOR INACTIVATION OF A UNIT).

a. The unit Commander will close out the financial records for the current fiscal year.

b. After all financial obligations have been paid and have cleared the checking account, the unobligated balance in the unit fund checking account will be converted to a cashier's check made payable to the MSC and forwarded for deposit in the MSC's appropriated unit fund.

2-6. TRANSFERRING A UNIT FUND UPON FEDERAL MOBILIZATION. Under no circumstances will commanders expend unit funds while in a federal Title 10 status. Upon federal mobilization, unit commanders will accomplish the following:

a. Conduct "Change of Commander" requirements, as outlined in Paragraph 2-3, "CHANGE OF COMMANDER."

b. Forward all unit fund documentation to the next higher commander that is not mobilizing within the MSC.

c. Next higher commander will assume accountability and responsibility for the mobilized unit's funds IAW this regulation. Requests for funds from rear detachments will also be executed IAW this regulation.

CHAPTER 3

ARMORY BOARD FUND ACCOUNTABILITY.

3-1. GENERAL.

a. The Adjutant General is required by Sections 5911.09 and 5911.12 of the Revised Code to appoint a Board of Control for each armory. The Adjutant General delegates this authority to the Major Subordinate Command (MSC) Commanders.

b. The board will consist of one or more officers of the units or organizations housed in the armory. For single unit armories, the owning MSC commander will appoint the board and the unit commander will be the board president. For multi-unit armories, the senior unit's MSC commander will appoint the board and the senior unit commander is the armory board president.

3-2. SPECIFIC.

a. The armory Board of Control at each armory is responsible for the management and administration of the funds described in Section 1-3. b.

b. The armory Boards of Control are responsible for completing the annual report of proceedings as well as accounting for all receipts and disbursements.

3-3. ESTABLISHING A NEW ARMORY BOARD FUND. In single unit armories the unit's MSC will publish an Armory Control Board duty appointment order. The order will assign the unit commander the duty of Armory Control Board President and at a minimum another officer and NCO to the board. In multi-unit armories, the senior unit's MSC will publish an Armory Control Board order assigning the senior unit's commander the duty of Armory Control Board President and, at a minimum, all other residing unit commanders to include at least one NCO from each unit. When a unit's Administrative Officer is located in an armory, he/she will also be assigned to the Armory Control Board. The MSC will publish the order NLT 30 days after the being notified by the J3 of the units being placed in the facility or change of commander. The MSC and unit will maintain a copy of the order in the additional duty binder.

3-4. CLOSING OR MOVING AN ARMORY BOARD FUND UPON ARMORY CLOSURE.

a. The Armory Control Board President is responsible for closing out the fund IAW AGOR 37-2.

b. After all financial obligations have been paid and have cleared the checking account, the unobligated balance remaining in the armory board checking account will be converted to a cashier's check made payable to the MSC and forwarded for deposit in the MSC's armory board fund.

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CHAPTER 4

AUDITS - EXAMINATIONS

4-1. GENERAL. Each unit fund and each armory board fund will be closed out at the end of each state fiscal year (June 30).

4-2. FINANCIAL REPORT.

a. The Unit/Organization Commander or the Armory Board President will complete and sign the Financial Report in Appendix G at the close of each audit period.

b. The Unit/Organization Commander or the Armory Board President will ensure that One (1) copy of the Financial Report (Appendix G) and one (1) copy of the Monthly Ledger of Balances (Appendix D) are forwarded to the next higher chain-of-command when they are completed. An additional copy will be retained in the unit or the armory board fund file.

c. MSC's will review and forward completed Statement of Examinations (Appendix E), Monthly Ledger of Balances (Appendix D), and the Financial Report (Appendix G) to AGOH-DIMR-FI, reflecting completed fund close-outs for all units in their command.

4-3. AUDIT AND INTERNAL CONTROLS & REVIEW.

a. Internal Control Reference AGOR 37-2 (Army) 177-4 (Air).

b. Audits.

(1) The next higher MSC/Wing command of each state unit fund and armory board fund will examine subordinate unit's records annually. All higher commands will use the AUDIT/EXAMINATION CHECKLIST OF DEFICIENCIES in Appendix D to conduct the examination. Each command will retain the results of the examination on file for no less than 48 months.

(2) The State Auditor's Office will randomly sample unit funds and armory board funds for review during their annual audit.

(3) AGOH-DIMR-FI may request unit fund and armory board fund Voucher Files to be sent to that office for review.

(4) AGOH-DIMR-SP will review unit fund and/or armory board fund accounts during their annual property inventory audit to ensure accurate reporting of purchased property (Appendix F).

4-4. RECORDS RETENTION. Upon completion of audit by the next higher MSC, MSC's will forward records back to the unit. Units will retain copies of all financial records for 48 months.

CHAPTER 5

VOUCHER PREPARATION AND BANK STATEMENTS

5-1. VOUCHERS.

a. Commanders are responsible for maintaining a separate Voucher File for each unit or organization fund and armory board fund. In single-unit armories, separate Voucher files will be maintained as well, IAW AGOR 37-2.

b. Each transaction will have a separate voucher (Appendix C) for each receipt or expenditure including any voided checks or voided rental agreements.

c. Each voucher will have a number listed consecutively, beginning with number one (1), at the beginning of each state fiscal year and will be fastened at the top of the file folder with the latest transaction on top.

d. Each voucher will have the appropriate supporting documents attached to the back of the voucher i.e. such as original invoices ("Statements" are not acceptable), tabulations from a cash register (with description of item[s] purchased), or a duplicate of a deposit slip and canceled checks.

e. The voucher will contain a brief explanation of the use; i.e., material to remodel room # XXX, lumber used to build supply bins, miscellaneous supplies for cleaning the armory, etc. The use of "see attached bill" is not acceptable. Use Appendix F if the item's purchase cost is over \$50.00 and for those items under \$50.00 which are not consumed in normal use, for example: answering machines, telephones, tape recorders, calculators, tools.

5-2. CHECK BOOKS.

a. The unit Commander or the armory board president will ensure the checkbooks are secured.

b. Checks must be made payable to the vendor name appearing on the invoice. However, third party's can receive reimbursement for authorized purchases. Checks are not authorized payable to "Cash."

c. Canceled checks or voided checks will be attached to the front of the appropriate voucher. Voided checks will have "voided" written across the front of the check.

d. All checks will be endorsed promptly by the unit Commander or the Armory Board President "For Deposit Only (Fund Designation)" and deposited into the fund checking account. A record of the deposit will be obtained, indicating receipt by the bank, and attached to the back of the appropriate voucher.

5-3. BANK STATEMENTS. Bank statements will be obtained monthly, promptly reconciled, and filed in the Voucher File on top of that month's vouchers. Use of Appendix D is encouraged for reconciliation.

5-4. FUND DESIGNATION.

a. All armory board and unit funds are official state funds and will be designated in a manner similar to the following examples:

(1) Unit Fund or Armory Board Fund
73d Troop Command, OHARNG
8227 South Access Rd, Bldg #943
Rickenbacker ANGB, Ohio 43217-5943

2) Unit Fund
121st Air Refueling Wing
Ohio Air National Guard
7556 South Perimeter Road
Rickenbacker ANGB, OH 43217-5910

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EXPENDITURES

6-1. GENERAL.

a. State of Ohio sales tax will not be paid on any purchase. These purchases are exempted from sales tax by Section 5739.02 of the Revised Code. See Appendix I for a reproducible copy of the State tax exemption form.

b. Each purchase should take advantage of any available discounts. Payment of bills will be made promptly in order to secure discounts and avoid late charges.

c. Commanders and armory board presidents are encouraged to expend 15% of the unit funds and armory board funds with certified Minority Business Enterprises. Commanders and armory board presidents **SHALL** familiarize themselves with the state purchasing requirements set forth in AGOR 715-1, (Army)/70-2, (Air).

6-2. EXPENDITURES FROM UNIT/ORGANIZATION FUNDS AND ARMORY BOARD FUNDS.

a. Unit funds are to be used for the care of state military property and other incidental expenses of each unit and organization of the Ohio National Guard. Armory board funds are spent for the good of the armory building and grounds.

b. Reference State of Ohio Executive Order 2007-095, dated 3 May 2007, unit and armory board funds may no longer be used to purchase food items, including refreshments, bottled water or paper products or other supplies associated with the serving of food.

c. Telephone use charges, telephone equipment, cellular telephones and usage charges, data line charges, computer parts and equipment are a federal responsibility and are under the direction of the Deputy Chief of Staff Information Management (AGOH-J6) for the OHARNG or the Wing Communication Squadron for the OHANG. Unit funds and Armory Board funds **shall not** be spent for these items or services without prior written verification of the propriety of the equipment or service desired and the unavailability of funding from AGOH-DOIM or the Wing Communications Squadron and prior approval of the expenditure by AGOH-DIMR.

d. Improper or unauthorized purchases will be the **personal responsibility** of the Commander/ armory board president of the unit or armory involved.

e. The following list provides examples of authorized expenditures of unit funds and armory board funds. Some of these activities support public relations efforts of the unit/organization or armory in the community. **NOTE:** Although this list is not intended to be all-inclusive, it provides most of the "categories" of purchases which can be made with unit/organization funds and/or armory board funds. Questions regarding other purchases should be directed to AGOH-DIMR.

(1) Supplies, materials, and equipment incidental to the operation and maintenance of the armory and for activities of the unit or organization such as: office supplies, janitorial supplies, postage, training materials, lumber, hardware, paint, and building materials, or items which cannot be obtained through federal sources. Unit/Organization Commanders and Armory Board Presidents **shall** check with the appropriate USPFO division, by telephone, to determine the availability of the supplies prior to expending state unit funds or armory board funds on these items. An appropriate notation will be made on any purchase voucher regarding date, time, and whom contacted within USPFO.

(a) Purchase of these items is limited to \$499.99 or less per transaction. Commanders are prohibited from making "split purchases;" that is, affecting a series of small transactions for the benefit of the unit or armory which should be accomplished through a larger, more detailed single project, costing more than \$499.99.

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(b) Purchase of services may be paid directly from funds accounts so long as the purchase does not exceed \$499.99. "Service" is defined as: The furnishing of labor, time or effort by a person, not involving delivery of a specific end product other than a report which, if provided, is incidental to the required performance. When the purchase is for service and product and service is incidental to the product cost, the purchase is handled as a product purchase. Neither the unit nor armory board supplies any equipment, supplies, materials, or labor in support of the service.

(2) Flowers (\$80.00 limit) for deceased members of the active Ohio National Guard or for decedents in their immediate families. Those included in this category are the following: spouse, significant other (one who stands in the place of a spouse and resides with the member), child, step-child, grandchild, parent, step-parent, grandparent, great-grandparent, brother, sister, step-sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or legal guardian or other person who stands in the place of a parent.

(3) Rental of unit or organization vending machines.

(4) Unit or organization facility beautification projects. Seasonal decorations may also be purchased within reason, provided items over \$50.00 and those items which are not consumed in normal use are accounted for on state property records.

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CHAPTER 7

STATE PROPERTY

7-1. GENERAL. The Armory Control Board President is responsible for ensuring that all property purchased with unit or Armory Board funds are classified as either expendable or nonexpendable.

7-2. EXPENDABLE PROPERTY. Expendable property is a supply, material, or equipment item which loses its identity or is consumed in normal use.

7-3. NONEXPENDABLE PROPERTY.

a. Nonexpendable property is a supply, material, or equipment item which does not lose its identity or is not consumed in normal use. The Armory Board President shall report these purchases to the Director, Installation Management and Resources (AGOH-DIMR-SP) on a Notification of Property Acquisition (Appendix F). The Armory Control Board President will ensure that all non-expendable property items are reported to AGOH-DIMR NLT 30 days of purchase regardless of the cost. The Armory Control Board President will ensure that a copy of the document is maintained with the Armory Control Board records. The State Property office will maintain the original document in their Record file. The State Property Office (AGOH-DIMR-SP) will prepare an issue slip (AGO Form 725-2) and update the unit state property hand receipt, as outlined in paragraph 2-3, AGOR 735-2 (Army), AGOR 67-3 (Air).

b. The Armory Control Board President will ensure that Nonexpendable state property is disposed of IAW AGOR 735-2 (Army) or AGOR 67-3 (Air). When required, requests for disposal of nonexpendable property will be transmitted in writing to AGOH-DIMR-SP.

CHAPTER 8 ARMORY RENTALS

8-1. GENERAL.

a. The armory board of control has the authority to rent the armory with AGOH-DIMR approval as provided in Section 5911.09 of the Revised Code. Rentals will in no case conflict or interfere with the military use of the armory. Rental fees established will reflect a realistic charge for utilities, additional custodial services, and a reasonable profit to the armory board. The armory board is responsible for the condition of the armory after all rentals. Every event or activity will be covered by a rental agreement prepared by the armory board and approved by the armory board president.

b. Air National Guard facilities and other federally-owned or federally-licensed facilities are bound by the terms of the annual Master Cooperative Funding Agreement (MCA). The MCA requires that all revenue generated by rentals of any facilities covered by the MCA be applied to reduce the cost of operation and maintenance of those facilities. Rental authorization and required approvals are covered by the MCA and applicable regulations.

c. Armories will not be rented for activities which conflict with state law, local ordinance or the objectives of the Ohio National Guard. The use of good judgment in renting armories is essential, keeping in mind the primary purpose for which the armory exists. Proof of liability insurance from the renter in the amount \$1 million or more is required in order to protect the state and the Ohio National Guard from unnecessary liability for rental activities.

d. Armory board presidents will ensure that all state and local fire, health, and occupancy codes applicable to each rental activity are followed. Any questions concerning these regulations or ordinances should be submitted in writing to AGOH-DIMR for determination prior to approval of for the rental.

e. Section 5911.08 of the Revised Code, forbids the sale of intoxicating liquor in Ohio National Guard armories without the appropriate Ohio Department of Liquor Control permit. Therefore, rental activities desiring the use of alcohol shall obtain any appropriate permit from the Department of Liquor Control, prior to execution of a rental agreement. The "Consent of Real Property Owner" must be signed by the Deputy Director, AGOH-DIMR. No commander or armory board president is authorized to execute that block on behalf of the Adjutant General's Department.

f. A representative of the armory board will be present during all rentals to assure compliance with this regulation and to ensure security of the armory and its contents.

g. Intermediate headquarters will conduct inspections of their armory facilities at appropriate intervals to ensure proper military standards of cleanliness, sanitation, and general operation and maintenance.

8-2. AUTHORIZED RENTAL ACTIVITIES. Examples of acceptable rental activities are:

- a. Athletic activities.
- b. Social functions.

(1) Public: Any function open to the general public either through advertisement, sale of tickets, or word of mouth invitation is considered to fall under this category. Teenage dances and similar activities are acceptable public social functions.

(2) Private: Any function the general public would neither be invited to nor expected to attend. Examples of such functions would include wedding parties, veteran's organization meetings (i.e., American Legion, VFW, Fraternal Order of Police,), meetings of units of the Ohio Military Reserve or the Ohio Naval Militia, or functions with attendance restricted to members and/or guests.

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- c. Exhibits, home shows, boat shows, style shows, sports shows.
- d. Educational activities.
- e. Community service activities.
- f. Boy Scout, Girl Scout, YMCA, YWCA or any other 32 USC, 508 approved organization's activities.
- g. Charitable activities which have been approved as required.

8-3. UNAUTHORIZED RENTAL ACTIVITIES.

a. Rentals for the following purposes **are not** authorized:

- (1) Political or religious groups advocating overthrow of the government by force.
- (2) Commercial activities which would be inappropriate in light of community standards or which would alienate community support for the Ohio National Guard.
- (3) Activities which would violate state laws and regulations or local ordinances.
- (4) Charity events involving gambling activities.

b. Both state and federal law prohibit the Adjutant General's Department (Ohio National Guard) from leasing, licensing, or authorizing use of any armory or facility under its control which in any manner discriminates against any group or individual because of their race, color, religion, gender, handicap, or national origin.

c. Rentals for gambling are **NOT** authorized, **no exceptions**.

8-4. OTHER USE OF ARMORIES. Armories may be used at no cost in limited circumstances. The rental agreement will be signed by the individual responsible for the group or individual and maintained by the armory board. **Proof of liability insurance is still required.** The following are examples of acceptable no-cost rentals:

- a. Afternoon athletic activities for local schools.
- b. Special programs for handicapped children and adults, senior citizens, or similar charitable activities.
- c. Voting Booths. (A reasonable charge for custodial service is permissible if the Board of Election cannot assume the responsibility for clean-up of the area following the election)
- d. Veterans organizations as authorized by Section 5911.07 of the Revised Code.

8-5. RESPONSIBILITIES.

a. Armory board presidents are personally responsible for rental of armories and may be held personally responsible for rental income for which proper accountability is not made. **THE ADJUTANT GENERAL HAS DIRECTED AGOH-DIMR TO BE THE FINAL APPROVAL AUTHORITY FOR ALL ARMORY RENTAL AGREEMENTS. ONLY THE ARMORY BOARD PRESIDENT OR HIS DESIGNEE CAN EXECUTE ARMORY RENTAL AGREEMENTS AFTER APPROVAL FROM AGOH-DIMR.**

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b. Armories **WILL NOT BE RENTED** without a written Rental Agreement approved by the Armory Board President in advance of the rental and payment for the rental in advance of the rental, with the appropriate proof of liability insurance.

c. Only checks or money orders made payable to the Armory Board Fund are to be accepted for rental of the armory. The receipt of cash or checks made payable to the armory board president or other Ohio National Guard personnel for armory rentals is **STRICTLY PROHIBITED**. Renters will be informed of this policy at the time of application.

d. Organizations will be advised that separate checks or money orders are required for rent and other services. Checks for custodial and security services will be made payable to the individual responsible for providing that service. Renters should be informed of this policy at the time of application. Custodians, security personnel, and armory representatives **SHALL NOT** be paid from armory board funds or unit funds.

8-6. ARMORY RENTAL AGREEMENT.

a. The Armory Board President or designee will prepare the Armory Rental Agreement. The Armory Rental Agreement & Conditions of Rental attached as Appendix H may be locally reproduced, but shall not be altered without approval from the Legal Office of the Adjutant General's Department.

b. Upon execution of the Rental Agreement, the Armory Board President or designee will distribute the copies of the Agreement to the renter and to the units records file.

c. The original will be maintained by the Armory Board President or designee until termination of the rental period. After rental is terminated, the Armory Board President or designee will certify completion on the Rental Agreement. The original Agreement will be filed in the voucher file to support the revenue receipt.

8-7. ARMORY RENTAL FEE SCHEDULE. Fees for armory rentals should be based on reasonable and customary charges for like facilities and like activities in the local area. Comparison should be made by the armory board president. Once established, the fees should remain consistent for each type of rental activity. The fee for a rental activity involving bingo games is established by the Revised Code at no more than \$450.00 per bingo session. These rates **do not** include the cost of clean-up and security. **Any National Guard member (including retired members) may be given a 50% discount from the normal rental fee.**

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CHAPTER 9

USE OF NATIONAL GUARD FACILITIES FOR COMMUNITY RELATIONS

9-1. GENERAL. Community relations are a vital component of the Ohio National Guard's statewide public affairs program. In addition to fostering military/civilian relationships within the community, activities conducted under the community relations program facilitate support and understanding of the National Guard's state and federal mission, enhance recruiting and retention, and promote positive employer and family support of military membership.

9-2. AUTHORIZED USE IN SUPPORT OF COMMUNITY RELATIONS. National Guard facilities can be utilized to support unit community relations programs in two ways:

- a. Unit-sponsored activities.
- b. Community-sponsored activities.

9-3. UNIT-SPONSORED ACTIVITIES.

a. Unit-sponsored activities are those **initiated by a National Guard unit** in support of the military community relations program. These events are described in AGO PAM 360-61 (Army), 190-1 (Air) State Public Affairs Plan; AFR 190-1, AR 360-61; Ohio National Guard Drug Demand Reduction Plan; and include any other activity sanctioned by the Adjutant General; Chief, National Guard Bureau; or Governor of Ohio. These events include, but are not limited to:

- (1) Unit Open Houses.
- (2) Adopt-A-School Activities.
- (3) Drug Demand Reduction Events.
- (4) Unit-sponsored Scout Troops.

b. Activities referenced above are sanctioned National Guard events. All other activities under consideration by the unit as a National Guard-sponsored event must be reviewed and approved by the State Public Affairs Office prior to the use.

c. In all unit-sponsored activities at National Guard facilities, at least one military member must be present for the duration of the event. Military members participating in community relations events will be in an appropriate duty status (usually unpaid pursuant to 32 U.S.C. Section 508).

d. National Guard units do not need to procure special waivers or insurance for properly authorized and approved activities.

e. Unit-sponsored activities conducted pursuant to the community relations program will be recorded on the unit's Quarterly Public Affairs Summary (AGOH Form 360-61-R). Rental/Use Agreements **are not required** for unit-sponsored activities conducted pursuant to this chapter of the regulation.

9-4. COMMUNITY-SPONSORED ACTIVITIES.

a. Community-sponsored activities are those **initiated by a group other than the National Guard** for the benefit of the community. These activities vary widely but must meet the following criteria:

- (1) The community group must be a non-profit or recognized civic organization.

Exhibit 1

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(2) The event **must contribute to the good of the community**, be open to the public, **at no cost**, and without regard to race, creed, color, religion, gender, or national origin.

(3) The event must not generate revenue for the host organization.

b. These events include, but are not limited to:

(1) American Red Cross Blood Drives.

(2) Operation Feed collections/meetings.

(3) Community clothing drives/meetings.

(4) Educational services of a community nature; for example, rape prevention classes, AIDS awareness, drug abuse and prevention classes, etc.

c. Units requiring clarification on activities for consideration as community-sponsored activities should contact the State Public Affairs Office for approval in advance of the activity. All other community uses of National Guard facilities will be processed IAW Chapter 8 of this regulation.

d. Community-sponsored activities, even those for which no rent is being paid, require execution of a Rental Agreement & Conditions of Rental (Appendix I) as outlined in Chapter 8 of this regulation. The Adjutant General's Department assumes no liability for community-sponsored activities in National Guard facilities.

e. Units supporting community-sponsored events for the public good will record the activity on the Quarterly Public Affairs Summary (AGOH Form 360-61-R).

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CHAPTER 10

ARMORY OPERATION AND MAINTENANCE

10-1. ARMORY BOARD OF CONTROL.

a. The armory board of control appointed by the Adjutant General in accordance with Section 5911.09 of the Revised Code is responsible for Armory operation and maintenance.

b. Responsibilities of the Armory Board.

(1) Administration of all matters pertaining to the armory, associated storage, the operation and maintenance of buildings and grounds.

(2) Administration of the armory board.

(3) Implementation of the required security measures to ensure the safekeeping of state and federal property.

(4) Administration of both military and non-military functions at the armory.

(5) Maintenance of good public and community relations.

(6) Publication of internal procedures to ensure proper control and management of armory facilities, including: unauthorized entry or use of armories, classrooms, storage areas, parking lots or areas, and all grounds belonging to the Ohio National Guard. Procedures should be written and posted in the armory with copies maintained by the armory board president in the appropriate Voucher File.

(7) Allocation of space within the armory and vehicle storage buildings, including parking space for military and civilian vehicles.

(8) Maintenance of regular hours for operation.

(9) Armory use - overnight housing of drilling troops.

(10) Intermediate headquarters will conduct inspections of their armory facilities at appropriate intervals to insure proper military standards of cleanliness, sanitation, and compliance with federal and state law and applicable regulations.

10-2. DISPLAY OF FLAGS AT ARMORIES AND BASES. The United States flag and the State of Ohio flag will be flown from the flag pole or mast at all Ohio National Guard Wings and armories. Flags will be raised when full-time personnel report for work and will be lowered at the conclusion of the work day, unless the flag is lighted at all times.

10-3. MAINTENANCE AND REPAIR.

a. Projects. It is anticipated that projects will be derived from three sources:

(1) Those planned and included in budget requests.

(2) Those reported by armory boards or representatives and requested on AGOR Form 725-12.

(3) Those discovered during the course of armory inspections and observations.

b. Repairs.

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(1) Minor repairs are those repairs which can normally be handled by the armory board and the cost of such repairs paid for from armory board funds. Expenditures of armory board funds will be made IAW this regulation.

(2) Major repairs are those repairs which require estimates, specifications, securing of bids, and awarding of contracts. Major repairs will be handled by the DIMR or his representative upon request by the armory board president. This type of repair normally will not be made from armory board funds.

c. Maintenance of Armories. Maintenance is designated to keep all locations in a clean and safe operating condition; to prevent deterioration and depreciation from occurring at a rate greater than could be normally expected; and to present a standard that is comparable to that of other military installations. The types of maintenance that can normally be undertaken on a scheduled basis will consist of exterior painting, door and window maintenance, interior painting, and other work of this nature.

d. Planning Resource for Infrastructure Design and Evaluation (PRIDE) is the DIMR database for management of real property, construction projects, and facility maintenance. PRIDEWeb is a website for viewing data residing in the PRIDE database. All facility maintenance requests are submitted in PRIDEWeb for tracking and management.

e. Intrusion Detection System (IDS). If the IDS becomes inoperable, it should be reported to the Electronic Systems Security Coordinator (614) 336-7004 or AGOH-J2 (614) 336-7028/7019.

f. Scheduled and Emergency Repair and Maintenance. Scheduled repair and maintenance projects will be programmed after completing an analysis of items covered in the budget request and relating these items to available funds. Adjustments required by reason of budget will be made, the result then becomes the program for the period covered by the budget. Emergency repair is that type of repair which is not planned for and, if not accomplished, would interfere with armory functions or create a more serious repair situation. Fund expenditures authorized for emergency repairs will be coordinated with AGOH-DIMR. Work will not be started until verbal or written permission is obtained.

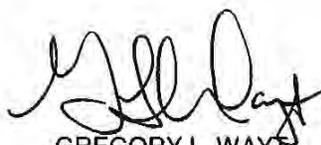
g. Awarding of Contracts and Payment for Work. Awarding of contracts and payment for work completed will be the responsibility of the DIMR. This will be accomplished by bids based on written specifications, the award of contracts, through inspections while work is in progress, and at the conclusion of the projects, assurance that the standard of work is satisfactory and that all terms of the specifications and contract have been fulfilled.

h. Approval of Structural Modification. Any changes or modification involving walls, beams, girders, etc., will be submitted to the AGOH-DIMR office for approval. Sufficient information, drawings, etc., will accompany the request.

i. Questions regarding maintenance and repair of armories should be directed to the Adjutant General's Department, ATTN: AGOH-DIMR, 2825 West Dublin-Granville Road, Columbus, Ohio 43235-2789, 614-336-7010.

AGOH-DIMR

BY ORDER OF THE GOVERNOR:



GREGORY L. WAYT
Major General
The Adjutant General

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- APPENDIX
- A – Authorized Units
 - B – Sample Statement of Transfer & Receipt
 - C – Sample Receipt/Payment Voucher
 - D – Sample Monthly Ledger of Accumulative Balances
 - E – Statement of Examination & Checklist of Deficiencies
 - F – Notification of Property Acquisition
 - G – Financial Report
 - H – Armory Rental Agreement
 - I – State Tax Exemption Sheet

DISTRIBUTION:

AD

APPENDIX A

UNITS AUTHORIZED TO HAVE UNIT FUNDS

Ohio Army National Guard:

JFHQ-OH
HHD, JFHQ-OH
Recruiting Command
Trng Site Det (Ft Ohio)
HQ, 147th Rgt (RTI)
Trng Cert Bn (PTAE)
Med Det
Det 21, OSA
37th IN BCT
HQ/1-148th IN RGT
HQ/1-134th FA RGT
HQ/1-145th AR RGT
HQ/2-107th CAV RGT
HQ/STB, 37th IN BCT
HQ/237th SPT BN
HHC/16th EN BDE
HQ/216th EN BN
HQ/112th EN BN
73d Trp Cmd
Co B (-), 2/19th SFG
HHD/437th MP BN
HHD/155th CHEM BN
HQ/1-137th AVN RGT
52d CST
HQ/371st SUST BDE
Det 1, EEE/371st SUST BDE
237th PERS BN
HHD/112th TRANS BN
174th ADA BDE
HQ/2-174th ADA RGT
HQ/1-174th ADA RGT

Ohio Air National Guard Units:

HQ, Ohio ANG
121 st Air Refueling Wing
178 th Fighter Wing
179 th Airlift Wing
180 th Fighter Wing
123 rd Air Control Squadron
555 th Air Force Band
200 th Red Horse Squadron
220 th Engineer Inst Squadron
251 st Combat Communications Gp
269 th Combat Communications Sq
164 th Weather Flight
Counter Drug Det

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APPENDIX B

SAMPLE STATEMENT OF TRANSFER & RECEIPT

Change of Commander for _____ (Fund Name)
 (Armory Board President)
 _____ (Address)

(1) Balance in bank as of	\$200.00
(2) Less outstanding checks	\$100.00
(3) Plus receipts not deposited	<u>\$ 50.00</u>
(4) Cash balance as reflected in reconciled bank statement	\$150.00
(5) Outstanding liabilities	\$ 50.00
(6) Receipts not recorded	\$ 25.00
(7) Total net worth of fund	<u>\$125.00</u>

"I certify to the best of my knowledge and belief, this statement is a complete and accurate record of the _____ fund, revealing all outstanding liabilities and receivables, and that the property owned by this fund is on hand."

 RICHARD O. TOTTLE
 CPT, INF
 Departing Commander and/or Armory Board President

"I hereby receive and accept responsibility for the above described fund, knowing the above statement of financial condition to be complete and accurate to the best of my knowledge and belief, and that all property owned by this fund is present."

 HENRY MORGAN
 1LT, INF
 Successor Commander and/or Armory Board President

Prepare in Triplicate:
 1 Copy to AG Dept, ATTN: AGOH-DIMR-FI
 1 Copy to AGOH-DIMR-SP
 1 Copy to Voucher File

Send a copy to AGOH-DIMR when the Armory Board President has changed.

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APPENDIX C

SAMPLE RECEIPT/PAYMENT VOUCHER

(Unit Designation)
100 Center Street
Your town, Ohio +ZIP

Today's Date

I certify that I have, th s date, received from/paid to (circle one)
for ** _____

the sum of

Total Amount _____
Less Discount _____
Total Received/Paid _____

Signature of Commander/Armory Board President

Typed Name, Rank, and Title

Voucher # _____ Armory Board Fund

Check # _____ Unit Fund

Amount _____

** Please give complete and detailed description of receipt or purchase.

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APPENDIX D

SAMPLE
MONTHLY LEDGER FOR ACCUMULATIVE BALANCES
UNIT OR ARMORY BOARD FUNDS OR
COMBINED UNIT/ARMORY BOARD FUND

NOTE: If using this Appendix for a Combined Unit/Armory Board Fund, receipts and expenditures need not be denoted one or the other with the exception of the initial annual unit fund contribution.

Unit or Armory _____ Month: _____ Year:
(or combined fund designation)

<u>Date</u>	<u>Check #</u>	<u>Voucher</u>	<u>Description</u>	<u>Recd</u>	<u>Expd</u>	<u>Balance</u>
XX/XX/XX		XX	Balance from last pg/mo	90.43	0	90.43
		1	Unit Fund Allotment	400.00	0	490.43
		2	Armory Rental	40.00	0	530.43
	201	3	Local Hardware		19.62	510.81
	202	4	W.R. Thomas		3.36	507.45
	203	5	A&R Lumber Co.		53.84	453.61
	204	6	Local Hardware		18.42	435.19
	205	7	K-Mart		36.00	399.19
	206	8	Local Hardware		6.98	392.21
	207	9	Vending Machine Proceeds	25.00	0	417.21
	208	10	Bank Service Charge		1.65	415.56
<hr/>						<hr/>
<u>Total Receipts & Expenditures</u>						<u>Balance</u>
				555.43	139.87	415.56**

** This should be reconciled with the bank statement each month.

APPENDIX E

STATEMENT OF EXAMINATION - UNIT/ARMORY BOARD FUND

Name of Fund: _____

Location: _____

Name of Armory Board President/Unit Commander: _____

Period of Examination: From _____ To _____

EXAMINER'S STATEMENT

I hereby certify that I have examined the unit/armory board fund records identified above and find that the fund is (), or is not () being administered in accordance with provisions of AGOR 37-2 (Army)/ AGOR 177-4 (Air). The examination revealed the following deficiencies which should be corrected not later than _____.

The most recent bank statement has been reconciled with the checkbook, and all income and expenditures during the period of examination are properly accounted for and recorded, except as noted above.

Examined By:

Date

Signature (with typed signature block)

See _____ for Examination Checklist. Place two copies in Voucher File.

AGOR 37-2, (Army)
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APPENDIX E (CONTINUED)

AUDIT/EXAMINATION CHECKLIST OF DEFICIENCIES

- Bank statement(s) not properly reconciled
- Check does not agree with invoice and/or receipt
- Checks not verified with and attached to supporting vouchers
- Insufficient information on voucher to substantiate expenditure
- Change of Commander or Armory Board President Orders missing
- State taxes paid on purchases
- Pen & ink changes made on invoices or receipts; not verified by vendor
- Unauthorized expenditures
- Improper receipt
- Statement of Transfer and Receipt missing
- Bank statements missing
- Discount not taken
- Duplicate payment
- Checks missing
- Receipts missing
- Vouchers missing
- Other _____

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APPENDIX F

NOTIFICATION OF PROPERTY ACQUISITION

TO: AGOH-DIMR-SP, 2825 W Dublin Granville Rd, Columbus, OH 43235-2789
FROM: <Unit Name, Address, City, Ohio, Zip>
SUBJECT: Report of Purchase of Non-Expendable Property

Voucher#:

Description:

Quantity:

Model#:

Serial#:

Total Cost:

Prepared By:

Keep one (1) Copy for Unit or Armory Board Fund File

NOTE: This form is to be sent to AGOH-DIMR-SP **immediately** upon purchase of new equipment.

NOTE: Proposed purchases of equipment with a cost exceeding **\$500.00**, require **prior** approval of AGOH-DIMR. Unauthorized purchases **will be** the personal responsibility of the Unit Commander/ Armory Board President.

AGOR 37-2, (Army)
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APPENDIX G
FINANCIAL REPORT
(TO BE SUBMITTED FOR EACH AUDIT)

Fund Name _____

Address _____

City _____

State & Zip Code _____

Period From: _____ To: _____

<u>RESOURCES & RECEIPTS</u>	ARMORY BOARD FUNDS	NON-APPR. STATE FUNDS	APPR. STATE FUNDS
Balances from Last Report (1)	_____	_____	_____
Total Rec'd from Annual Allotment	_____	_____	_____
Total Rec'd from Court Martials	_____	_____	_____
Total Rec'd from Donations	_____	_____	_____
Total Rec'd from Vending Machines	_____	_____	_____
Total Rec'd from Rentals	_____	_____	_____
Total Rec'd from Assessments & Distributions	_____	_____	_____
TOTAL RECEIPTS (2)	_____	_____	_____
TOTAL RESOURCES (3)	_____	_____	_____
<u>TOTAL EXPENDITURES (4)</u>	_____	_____	_____
<u>TOTAL FUND BALANCE (5)</u>	_____	_____	_____

APPENDIX G (CONTINUED)
STATEMENT OF OBLIGATIONS
& NET WORTH

ACCOUNTS PAYABLE

NET WORTH

TOTAL BALANCE (5 ABOVE)	_____	_____	
LESS TOTAL ACCOUNTS PAYABLE/ OBLIGATIONS	_____	_____	
EQUALS NET WORTH	_____	_____	_____

I CERTIFY THAT I HAVE EXAMINED THESE FUNDS AND THAT THIS FINANCIAL REPORT IS A TRUE AND EXACT RECORD OF ALL RECEIPTS AND EXPENDITURES FOR THE PERIOD INDICATED.

Unit Commander or
Armory Board President

AGOR 37-2, (Army)
177-4, (Air)

APPENDIX H

ARMORY/FACILITY RENTAL AGREEMENT

APPLICANT NAME:
(Organization)

ADDRESS:

APPLICANT REPRESENTED BY: _____ PHONE: _____

DATE(S) OF RENTAL: _____

TIME(S) OF RENTAL: FROM: _____ TO: _____

PURPOSE OF USE: _____

ESTIMATED ATTENDANCE: _____

YOU MUST PROVIDE A COPY OF YOUR LIABILITY INSURANCE DECLARATION PAGE SHOWING CURRENT PREMIUM PAID AND APPLICABILITY TO THIS EVENT AT THIS LOCATION PRIOR TO THE DATE OF THE RENTAL.

IF ALCOHOL IS BEING SERVED, YOU MUST PROVIDE A COPY OF THE OHIO DEPARTMENT OF LIQUOR CONTROL PERMIT OR EVIDENCE OF NO REQUIREMENT FOR PERMIT PRIOR TO THE DATE OF THE RENTAL.

The Rental Fee for use of this facility is: _____. This amount will be paid by **check or cash** prior to the date of the rental. Renter is required to make a deposit for the room/facility in the amount of 30% of the total cost of the rental. This amount will be refunded to the Renter so long as cancellation of the scheduled event is made prior to thirty (30) days in advance of the date of the rental. Cancellation after that time will result in forfeiture of the deposit.

Deposit for this Rental is \$ _____.

The Armory Board President hereby: () Approves () Disapproves this Rental Agreement.

Date of Action

Armory Board President
or Designee

ACTION BY AGOH-DIMR (FINAL APPROVAL)

AGOH-DIMR hereby: () Approves () Disapproves this Rental Agreement.

Date of Action

Director, Installation Management and Resources
or Designee

APPENDIX H (CONTINUED)

CONDITIONS OF ARMORY/FACILITY RENTAL

1. Renter agrees to comply with all local, state, and federal laws, regulations, and ordinances at all times covered by this Rental Agreement.
2. Renter understands that this facility is a non-smoking facility and agrees to allow smoking only in those areas designated as smoking areas outside of the building.
3. Renter agrees to manage the premises rented, the common areas, and the surrounding grounds in a responsible manner. Stapling, tacking, or taping of decorations on walls or wood surfaces is not authorized. Upon completion of the rental period, Renter agrees to return the premises in a "vacuum, mop and/or broom-clean" condition. All trash will be placed in the outside trash dumpster adjacent to the facility.
4. Renter agrees to prohibit parking on any areas of the premises except the areas provided for that purpose. There will be no parking on any grassed areas of the premises, beach, or adjacent private property.
5. Renter agrees to notify Armory Board President or his designated representative of any need for repairs, whether minor or major, and of any damage or improperly functioning equipment or parts of the facility as soon as possible and at least at the conclusion of the rental period.
6. Renter agrees to be responsible for any and all claims, demands, or causes of action, together with any and all losses, costs, or related expenses asserted by any person or persons for bodily injury, death, or property damage ensuing from Renter's use of the facility which is not covered by its liability insurance, unless the claim, demand or cause of action was proximately caused by, or resulted from the sole act, omission, or negligence of an employee, official, agent, or contractor of the State of Ohio or the United States of America. Proof of liability insurance from the renter in the amount \$1 million or more is required in order to protect the state and the Ohio National Guard from unnecessary liability for rental activities.
7. Renter will not be responsible for any utility fees incurred during the rental period.
8. Renter agrees to prohibit gambling activities or charitable games of chance during the period of the rental agreement.
9. In the event that the Rental Agreement covers an activity involving alcohol for which an Ohio Department of Liquor Control permit is required, Renter agrees to comply with the conditions of the Ohio Department of Liquor permit issued to it. Determination of the need for a permit is the responsibility of the Department of Liquor Control.
10. Renter agrees not to permit any activity for which the public is invited or charged admission if the admission requirements discriminate against any person or group due to race, color, religion, gender, handicap, or national origin.
11. For events which are open to the general public, Renter shall employ a properly trained and licensed security officer to be present during the rental period stated herein.
12. In the unlikely event that activation of the Ohio National Guard requires use of this facility, the Armory Board agrees to refund the entire rental fee. The Armory Board President will give Renter as much notice as possible of termination of the rental activity.
13. This agreement was prepared and is executed in accordance with the laws of the State of Ohio and any changes or additions thereto must be in writing and agreed to by both parties.

AGOR 37-2, (Army)
177-4, (Air)

APPENDIX H (CONTINUED)

14. Renter will be provided access to the facility beginning at _____ on _____
_____ and staff of this facility will lock the facility following the rental period
at _____ on _____. Renter is responsible for all pick-ups
and deliveries of equipment, displays, printed materials and/or other items necessary for the conduct of
the rental activity.

ACCEPTED BY:

_____	_____
Renter	Armory Board President
Phone _____	Phone _____
Date _____	Date _____

APPROVED BY:

Director, Installation Management and Resources

Date

APPENDIX I



**Sales and Use Tax
Blanket Exemption Certificate**

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

Adjutant General's Department
(purchaser's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Ohio State Government Agency

Purchaser must state a valid reason for claiming exception or exemption.

Adjutant General's Department

Purchaser's name

2825 West Dublin-Granville Road

Source address

Columbus, Ohio 43235

City, state, ZIP code

M. J. O'Neil

Signature

State Finance Officer

Title

March 11, 2008

Date signed

[Redacted]
Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.