

Faith Mennonite High School Gym Rental Request

5085 Woodland Drive, Kinzers, PA 17535

■ Event and Renter Information

The person in charge is responsible for any and all damages and must be in attendance during the event and is referred to as "renter"

Event Information:

Day: _____ Date: ___/___/___ Hours: from _____ to _____

Type of function: _____ Total number attending _____

Contact information:

Name: _____ Phone: _____ (home/cell)

Address: _____ City: _____ Zip: _____

E-mail _____@_____

Please sign back of form after reading rental stipulations.

■ Facility Rental Rates

Please check all that apply:

Non-alumni / non-patron Rates:

- | | |
|---|----------|
| Security Deposit | \$50.00 |
| <input type="checkbox"/> Weekday evening | \$145.00 |
| <input type="checkbox"/> Weekend evening (first 3 hrs.) | \$145.00 |
| <input type="checkbox"/> Extra hours _____ x \$35.00 | _____ |
| <input type="checkbox"/> All day maximum | \$390.00 |
| <input type="checkbox"/> Kitchen | \$60.00 |
| <input type="checkbox"/> Tables and chairs | \$50.00 |

Total Amount due _____

Alumni / Patron Rates:

- | | |
|---|----------|
| Security Deposit | \$50.00 |
| <input type="checkbox"/> Weekday evening | \$120.00 |
| <input type="checkbox"/> Weekend evening (first 3 hrs.) | \$120.00 |
| <input type="checkbox"/> Extra hours _____ x \$30.00 | _____ |
| <input type="checkbox"/> All day maximum | \$340.00 |
| <input type="checkbox"/> Kitchen | \$60.00 |
| <input type="checkbox"/> Tables and chairs | \$50.00 |

Total Amount due _____

All rentals – No later than 11 p.m.

Payments (For Office Use Only)

• FIRST PAYMENT

Security deposit Payment \$ _____

• FINAL PAYMENT (due at opening of facility)

Payment amount \$ _____

• Security Deposit (For Office Use Only)

The renter is responsible for any and all damages.

Amount of Security Deposit \$ _____

Amount Held (cleanup/damages) \$ _____

Total Amount Refunded \$ _____

■ Facility Rental Stipulations

- Filling out this request form does not automatically constitute approval for the facility, nor the time requested. Please allow two full working days for approval. All requests will be reviewed and approved based on: School Policy, facility and staff availability.
- The School reserves the right to reject any rental it feels is not appropriate.
- Renter filing request must be at least 21 years of age.
- It is understood that all renters and their guests are to comply with the rules and regulations of the School.
- The facility must be left in the same condition as you found it. When you leave the rooms and/or gym is must be clean so another group could use it after you. **The renter will be responsible for all cleaning of chairs, tables and will be expected to pick up all trash not put in trash cans.**
- All renters and their guests are expected to act in an orderly fashion, and are financially responsible for any damage occurring to the building, grounds or equipment.
- Facility use will be the time designated on the application. Building will be opened and closed at the times requested. **School clocks shall be the official time.** If the renter fails to show after one half hour of the rental, they will be considered as a 'No show' and the building may be closed.
- All renters who exceed their requested time will be charged an additional \$15 for each 15 minute block of time they use. This amount will be deducted from the deposit.
- A curfew of 11:00pm exists for all rentals. This means the building must be completely cleared out by that time and all cleaning completed.
- All children must stay in the rented room(s). Children may not and will not be permitted to 'play' throughout the building.
- Renters may not bring alcoholic beverages onto school property. Smoking and use of tobacco products is not permitted on the school property.
- Non-conformance with these facility usage stipulations may result in cancellation of the usage, even if the rental time has not expired and forfeiture of all monies paid.
- The school provides no health insurance for groups using its facilities. Groups may be requested to provide a certificate of insurance, signifying they have sufficient insurance coverage.
- All rentals may include a school supervisor. They are empowered to restrict the group's misuse of the facility and protect school property from the renters and their guests due to conduct before, during and after the rental time has expired.
- Renters and their guests should cooperate with the school supervisor. Should guests become unruly, the renter must assist the supervisor in performing his/her duties and authority of supervisor. The school supervisor is not on duty to assist in setting up, clean up or assist with the activities of the rental.

■ Facility Rental Rates

I have read and understand the facility stipulation and agree that our group will follow them. I will inform and explain the stipulations to all guests and participants. I also understand that Faith Mennonite High School and its employees will be held harmless for claim resulting from our use.

Signature _____ Date _____

- **Deposit is due at time of request. Your event will be scheduled when we have your deposit and rental agreement.**
- **Final Payment is due at the rental opening**