



FAITH MENNONITE HIGH SCHOOL

Gym Rental Request
5085 Woodland Drive, Kinzers, PA 17535
717-442-8818 – office@faithhighschool.org

Name of Group/Person Responsible _____ Phone (____) _____

Mailing Address _____

Email _____

Date(s) of Rental _____ Hours: from _____ to _____

Number of Persons Expected _____ Description of Activities _____

Item and description	Cost	Qty	Ext. Price
Gym Rental base fee - <i>includes up to 4 hours (set up time is billable and should be calculated into the total rental fee)</i>	\$150		
Gym Rental additional hours – <i>after 4 hours, per hour cost</i>	\$35		
Kitchen usage – <i>access to sinks, stoves, freezer, refrigerator, electrical outlets</i>	\$100		
Price per table – <i>45 – 8 ft. Lifetime tables available</i>	\$2.00		
Price per chair – <i>600 metal folding chairs available</i>	\$0.25		
Sound system – <i>does not include personnel to run it; personnel may be requested for additional charge</i>	\$50		
15% discount for current patrons/alumni & non-profit organizations			
Grand Total			

Facility Rental Stipulations

- Filling out this request does not automatically constitute approval for the facility, nor the time requested. All requests will be reviewed and approved based on school policy and facility & 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.
- Facility use will be the time designated on the request form. 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.
- A curfew of **11:00 p.m.** exists for all rentals. This means the building must be completely cleared out by that time and any cleanup completed.
- Renters must bring their own kitchen paper supplies. At no time shall renters use Faith High School's paper supplies.
- Children must remain in rented space. They are not permitted to "play" throughout the facilities.
- The facility must be left in the condition in which it was found – clean so that another group could use it. The renter will be responsible for all cleaning of chairs and tables and will be expected to pick up all trash not deposited in trash cans.
- Renters may not bring alcoholic beverages onto school property. Vaping, smoking, and use of tobacco products are not permitted on the school property.
- All renters and guests are expected to act in an orderly fashion and are financially responsible for any damage occurring to the building, grounds, or equipment.
- All rentals may include a school supervisor who is empowered to restrict the group's misuse of the facility and to 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 role as supervisor. (The school supervisor is not on duty to assist in setting up, cleaning up, or assisting with the activities of the rental.)
- 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, liability, and/or personal property insurance for groups using its facilities. Groups may be requested to provide a certificate of insurance, signifying they have sufficient insurance coverage.

Rental Agreement

I have read and understand the facility stipulations 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 claims resulting from our use.

Signature _____ Date _____

**Event will be scheduled upon receipt of rental agreement.
Final payment is due at rental opening.**