



# FAITH MENNONITE HIGH SCHOOL

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

Day of rental questions?

Contact Anita

717-288-7280

Name of Group/Person Responsible \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_

Date(s) of Rental \_\_\_\_\_ Hours: from \_\_\_\_\_ to \_\_\_\_\_

Number of Persons Expected \_\_\_\_\_ Description of Activities \_\_\_\_\_

How many volleyball nets would you like set up? (circle choices) none one both What height? Men's women's coed

| Item and description  | Cost    | Qty | Ext. Price |
|---|---------|-----|------------|
| Gym Rental base fee – includes up to 5 hours (set up time is billable and should be calculated into the total rental fee) | \$275   |     |            |
| Gym Rental additional hours – <u>after 5 hours</u> , per hour cost  | \$50/hr |     |            |
| Kitchen usage – access to sinks, stoves, freezer, refrigerator, electrical outlets  | +\$175  |     |            |
| Upper yard and pavilion   | +\$200  |     |            |
| Wedding (Additional \$1,000)  | +\$1000 |     |            |
| Sound System – does not include personnel to run it; personnel may be requested for additional charge                     | \$50    |     |            |
| <b>Grand Total</b>  |         |     |            |

## Policies and Information

- The school reserves the right to reject any rental it feels is not appropriate.
- A **curfew of 11:00 p.m.** exists for all rentals. This means the building must be completely cleared out by that time and all cleanup completed.
- Renters must bring their own kitchen paper supplies. At no time shall renters use Faith High School's paper supplies.
- Everyone, including children, must remain in rented space. They are not permitted to "play" throughout the facilities.
- The ball closet is not included with the rentals.
- 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 building, grounds, or equipment.
- Non-conformance with these facility usage stipulations may result in cancellation of the usage 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.

## Payment

- We accept cash or check (made out to FMH) for the rental payment. You can put your payment in the payment box in the lobby or pay

## 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 \_\_\_\_\_

online at (bit.ly/FMHRentalPayments) or mail it to FMH at 5085 Woodland Drive, Kinzers, PA 17535.

## After Rental

- 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. Filled trash bags should be taken out to the dumpster in the corner of the kitchen parking lot.
- If there is manure in the parking lot, be sure to clean it off and shovel into the woods.** A shovel is located at the corner of the building near the hitching rail.
- Dry mop all areas that were used and wet mop areas that may have spills.
- Kitchen:**
  - Put everything back where you got it. If items are numbered or color-coded return them to the proper kitchen or magnetic strip.
  - All sinks, drainers, stoves, and ovens need to be cleaned with no dishes left out.
  - Floors need to be mopped.
  - Put tables back – 4 tables in two rows
  - Clean windows on the doors.
  - Greasy water should be disposed of in the woods – not on the landscaping.
  - Put all dirty rags in the basket marked for them on top of the filing cabinet. Do not take rags home to wash.

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