

# CEDARS CHRISTIAN SCHOOL FACILITY RENTAL AGREEMENT

Facility Needed (Capacity)	Date(s) of Rental	Time(s) of Rental
Elementary Gym (200)		
Foyer (150)		
Kitchen		
High School Gym (400)		
Field		

## RENTER INFORMATION

\_\_\_\_\_  
Name of Person/Organization Function

\_\_\_\_\_  
Contact Person (if different than above) Email Address Cell Phone

\_\_\_\_\_  
Billing Address

### Please indicate requirements needed below:

\_\_\_ Yes \_\_\_ No Chairs Needed? # \_\_\_\_\_ (200 available)

\_\_\_ Yes \_\_\_ No Equipment Requested? \_\_\_\_\_

## FEE SCHEDULE

Rental Space	Regular Fees*		Cedars Families/Alumni*		Cleaning Fee**
	Fee/Hour	Fee/Day	Fee/Hour	Fee/Day	
Elementary Gym	\$100	\$600	\$50	\$300	\$100
Foyer					\$100
Field					n/a
High School Gym	\$120	\$600	n/a		\$150
Kitchen***	Flat Fee: \$50				

**\*Weekly and multi-day rental rates will negotiated on a case by case basis, with a signed agreement.**

**\*\*Cleaning fee may be waived if space(s) can be cleaned as part of regular janitorial duty.**

**\*\*\*Kitchen includes use of the ovens, sinks, fridge; does not include use of dishes and utensils.**

### OFFICE USE ONLY

Cleaning Fee Waived

Proof of Insurance

Signed Indemnity Agreement

Amount Paid: \_\_\_\_\_ Type of Payment: \_\_\_\_\_ Date of Payment: \_\_\_\_\_

## SCHOOL FACILITY RENTAL POLICY AND REGULATIONS

As a service within our community, Cedars shall make its facilities (gyms, foyer, kitchen, field) available for rent providing the following guidelines are adhered to. Prohibited uses include: smoking, vaping, public dances, conducting games of chance and consumption of alcoholic beverages or illegal drugs. Classrooms and library generally not available for rental.

### I. PROOF OF INSURANCE AND INDEMNITY AGREEMENT

Organizations wishing to use Cedars' facilities must provide proof of general liability insurance of no less than \$3 million and sign an indemnity agreement prior to use of school facilities. Individuals, in most cases, need only to sign the indemnity agreement – with general liability for “one-off” events covered under school insurance policy.

### II. EXPECTATIONS

If rentals occur during school (office) hours (8:00 a.m. – 4:00 p.m.) normal school operations (hallways, extracurricular activities, etc.) are to be respected and not be disturbed in any way.

- Payment for rental must be made in advance of use
- The school reserves the right to cancel approved bookings for unforeseen and unscheduled school related functions.
- 24 hours' notice is required for cancellation.
- Gym rules, as posted, are expected to be honored.
- User groups are responsible for surface clean (garbage, floors swept, tables wiped, chairs stacked, etc.). An additional cleaning fee of \$100 will be applied if excessive mess is left for contracted janitorial staff.
- Gym and all outside doors are to be checked for security before leaving the building.
- All exits (indoor and outside fire lanes) must be kept free in case of emergency needs or evacuation (as per fire regulations).
- Occupancy may not exceed posted capacity for fire regulations.
- School policy forbids smoking, vaping and consumption of alcohol and/or drugs in the building and on school grounds.
- Parking is only permitted in the designated parking areas. Please do not park at Hurricane High Pressure or on the school playground. The emergency lane must be kept free at all times.

### III. USER RULES:

#### Gym use:

- Teacher or adult (in charge) supervision is required.
- No food or drink is allowed in the high school gym
- Indoor, "no-scuff" runners only in gym spaces
- When school gym equipment is used, the rental group takes full responsibility for any losses or damages.
- Rules, guidelines and expectations for gym use must be adhered to as stated on this page.

#### Kitchen Use:

- The kitchen can be used only with prior approval and the rental group takes full responsibility for any losses or damages. Ensure all garbage is removed to the dumpster outside.
- Rules, guidelines and expectations for use must be adhered to – including cleaning notes posted in the kitchen.

### I AGREE TO THE ABOVE POLICY AND REGULATIONS:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_