

## School Rental Policy & Agreement

Current: June 15, 2015

### BASIC NOTES:

- The use of any school facilities will be arranged through the Principal. Rental requests can be made in person, by calling 320-589-1704 or emailing principal@stmarysmorris.com.
- Rental requests must be made at least one week prior to date of use, with priority given to the earliest request. In addition, first priority will be given to school and church organizations.
- Cancellation of facility use must be made 24 hours in advance of the scheduled rental or renter may be liable for all rental fees.
- Solicitation or recruitment by an organization or individual is prohibited unless prior approval has been received from the Principal.
- The school reserves the right to cancel reservations for just cause.
- Rental contracts should be completed with precise dates and times as well as set up diagrams as needed

**RENTAL AGREEMENT:** All groups requesting the use of school facilities must sign a rental agreement and pay a rental fee. The rental fee charged will vary depending on the nature of the sponsoring organization or group and the type of facility and equipment requested. The Principal will decide rental arrangements and fees for any situation not described on the fee schedule.

**DAMAGE DEPOSIT:** A damage deposit may be required in the amount of \$50.00 for groups less than 50, \$100 for groups between 51-100 and \$500.00 for groups over 100. You may not use rooms or facilities not asked for and authorized by this permit

**FEES:** The following fee schedule exists:

Room/Area	Per Hour (or part of an hour)	Per Day (5-8 hours)	Per Month (1 day per week)
Gym/Multipurpose Room	\$7	\$35	\$120
Classroom	\$5	\$25	\$100
Music Classroom	\$5	\$25	\$100
Conference Room	\$5	\$20	\$75
Faculty Room	\$5	\$20	\$70

**PERSONNEL:** A custodian, or in certain circumstances a capable school employee approved by the Principal, must be on duty whenever building facilities are in use.

**SUPERVISION:** All activities must have competent adult supervision. The supervisor must be in attendance at all times to accept responsibility for the conduct of the group, the care of the facility, and the equipment. School employees shall supervise facility and equipment operation, but will not supervise the renters or their activity. The renter must supply any outside supervision or security deemed necessary or required. Groups must confine their activities to the space they have reserved.

**EQUIPMENT:** At an additional charge, school equipment may be used only if arrangements are made in advance with the Principal. You will not have access to equipment that has not had prior approval. Equipment and furniture owned by the school shall not be moved unless prior approval is received. Equipment and furniture (except tables, chairs and staging) cannot be removed from the school building. Destroyed or damaged equipment must be replaced or repaired by the renter and at the renter's cost. If equipment is damaged, please notify the Principal after your event is completed. A damage deposit will be required when using school equipment.

**FOOD SERVICE:** Food may be served in the school under the following regulations:

1. Food can only be served in the faculty room or gym.
2. Drink (juice, coffee, etc) can only be served in the faculty room, gym or conference room.
3. Water is permitted in any room.
4. Dinners and banquets may be catered by firms acceptable to the Food Service Supervisor.

**GYM FLOOR:** All athletic participants must wear athletic shoes with clean, non-marking soles.

**LIGHTING/SOUND EQUIPMENT:** St. Mary's School has basic lighting and sound equipment available in our gym. These rent for an additional \$5 per day (no matter the length of time). Persons using such equipment should be responsible for the proper use of the equipment.

**CLEAN-UP:** All groups may be assessed custodial costs for cleaning the area after the facility use. All groups using school facilities are asked to clean up after themselves and return the room/facility to its original order to help minimize custodial clean-up cost. The renter should dispose of all refuse and debris properly in designated receptacles.

**PUBLICITY:** When an organization is granted use of a school facility, that organization shall, at all times, fully identify itself as the sponsoring organization and accurately represent the content/activity of the event. St. Mary's School may require an organization to include a disclaimer in its advertising stating that the activity/event is not sponsored by the school. The applicant also agrees not to advertise the event until final approval is given by the school district.

**LAWS:** All ordinances, laws, and district policies pertaining to the use of school facilities must be observed. Gambling, use of tobacco products, use, or possession of alcoholic beverages or illegal chemicals, and use of firearms on school property is prohibited. State Fire Laws must be observed at all times. If the fire alarm sounds, you are to evacuate the building immediately. Do not re-enter until you are given the all clear by a custodian and/or the fire department. The numbers occupying the facility shall not exceed capacity. Emergency exits shall remain visible and accessible at all times.

**LIABILITY:** Individuals or groups that use school facilities may be required to provide a certificate of insurance. The minimum amounts will be \$50,000 in property insurance and \$1,000,000 in liability insurance. St. Mary's School must be listed as additional insured. The applicant must exercise the utmost care in the use of school premises and equipment and agrees to protect, indemnify, and save harmless St. Mary's School and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by the permit. In the event of damage to school property applicant shall accept the responsibility for same and shall pay all appropriate repair costs.

**OUTSIDE AREAS:** The use of outside areas (parking lots, playground, field, etc.) will require the regular Facility Request Form to be completed.

**CLOSURE:** St. Mary's School reserves the right to cancel or postpone a reservation due to an emergency condition. Some examples include: closure of the school or inclement weather.

**CONSIDERATION OF USE:** St. Mary's School reserves the right to refuse the use of the school facilities when it has been determined that such use is not in the best interest of St. Mary's School or Assumption parish, does not fit with school programs or the group requesting use of the facilities has demonstrated a history of misusing school facilities.

FACILITY RENTAL FORM

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Organization Supervisor: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Date(s) & Times Requested: \_\_\_\_\_

Room(s) Requested:  Gym/Multipurpose Room  Classroom  Music Classroom  
 Conference Room  Faculty Room  Other: \_\_\_\_\_

Please describe how you plan to use the above room(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fee's Owed: \$ \_\_\_\_\_

By signing below, I agree to all of the rules and policies set forth on the St. Mary's School School Rental Policy & Agreement. I acknowledge that I am responsible for the school facilities used during the rental.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For School Use:

Approved  Denied Date: \_\_\_\_\_ By: \_\_\_\_\_

Payment:  Check  Cash  Credit Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_