



EVENT AND RENTER INFORMATION:

Contact Information

- NAME: _____
- PHONE: _____ (home)
_____ (cell)
- ADDRESS: _____

- E-MAIL: _____

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".

→ Sign the back of the form after reading rental stipulations.

Event Information

- WEEKDAY: Mon Tues Weds Thurs
- WEEKEND: Fri Sat Sun
- DATE: _____ / _____ / _____
- HOURS: Start _____:_____ ^{AM}/_{PM} End _____:_____ ^{AM}/_{PM}
- TYPE: Family Gathering Fundraiser Social
 Sports Event* Other: _____

PLEASE NOTE:
Monday - Thursday rentals start no earlier than 5:00 PM
Friday rentals start no earlier than 4:00 PM
*THIS APPLIES ONLY TO DAYS WHEN SCHOOL IS IN SESSION

- TOTAL NUMBER ATTENDING: _____

**No food or drink in the gym*

FACILITY RENTAL RATES: [Check all that apply]

▪ Non-Alumni/Non-Patron Rates

- Security Deposit \$50.00
- Weekday evening [first 4 hours] \$150.00
- Weekend evening [first 3 hours] \$150.00
- Extra hours _____ x \$25.00 \$____.00
- All day maximum \$375.00
- Kitchen & Tables and Chairs \$100.00

TOTAL DUE \$____.00

▪ Alumni/Patron Rates

- Security Deposit \$50.00
- Weekday evening [first 4 hours] \$125.00
- Weekend evening [first 3 hours] \$125.00
- Extra hours _____ x \$20.00 \$____.00
- All day maximum \$325.00
- Kitchen & Tables and Chairs \$100.00

TOTAL DUE \$____.00

ALL RENTALS - No later than 11:00 PM

[FOR OFFICE USE ONLY]

FIRST PAYMENT

Security Deposit Payment \$____.00

FINAL PAYMENT [due at opening of facility]

Payment Amount \$____.00

SECURITY DEPOSIT

The renter is responsible for any and all damages

Amount of Security Deposit \$____.00

Amount Held (cleanup/damages) \$____.00

Total Amount Refunded \$____.00

GYM 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.
- The renter filing the 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 it 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.
- **For sports events, no food or drink is allowed in the gym.**
- 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. Please respect the building and grounds, no littering.
- **Men** shall wear shirts and long pants. **Women** shall have the torso completely covered and shall not wear shorts or slacks.
- Facility use will be the time designated on the application. Building will be opened and closed at the times requested. **The 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.
- Park only where parking dividers are positioned.

- No rollerblades, hoverboards, scooters, other wheeled toys, or athletic equipment with wheels should be used in the gym.
- 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 11:00 PM exists for all rentals.** This means the building must be completely cleared out by this time and all cleaning completed.
- All renters must stay in the rented area(s). Renters may not and will not be permitted to roam 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.

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 Schaefferstown Mennonite High School and its employees will be held harmless for claim resulting from our use.

SIGNATURE

DATE

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