

**CELERYVILLE CHRISTIAN SCHOOL**  
**Request for Rental of School Facilities**

Having read the Guidelines for CCS Facilities Rental, we hereby agree to follow the guidelines and wish to use the following school facilities:

Gymnasium  Fee \_\_\_\_\_

Ball Diamond / Field  Fee \_\_\_\_\_

Sports equipment / chairs / tables needed (specify) - \_\_\_\_\_

Purpose of use: \_\_\_\_\_

Approximate number of people expected at event \_\_\_\_\_

Date(s) of Rental \_\_\_\_\_

Time(s) of Event \_\_\_\_\_

Total Fees Due \_\_\_\_\_ (These fees must be paid in full before the day of the event)

Renter's Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Damage Deposit - \_\_\_\_\_  
Amount Date

Damage Deposit Waived -

Reason for Waiver of Damage Deposit - \_\_\_\_\_

Damage Deposit Returned - \_\_\_\_\_  
Date Check #

By signing below, the renter agrees that in return for the use of the facilities of Celeryville Christian School (hereinafter School), the renter agrees to hold harmless the School, the members of its Board of Education, and its employees, officers, and agents from all claims of whatever nature or kind, arising out of, resulting from, or occurring during the use of the School's facilities by the participants in the said activities, by the employees and agents of the renter's group, by the spectators and participants of the activity sanctioned, and by any and all others related in any way to the use of the School's facilities.

Signature of Renter \_\_\_\_\_

Signature of Coordinator \_\_\_\_\_

## **GUIDELINES FOR CELERYVILLE CHRISTIAN SCHOOL FACILITIES RENTAL**

1. No alcoholic beverages are to be used in the building or on the Celeryville Christian School grounds.
2. There is to be no smoking in the building or on school grounds
3. For purposes of the fee schedule, "member of the CRC or CCS" is anyone who is an active, current contributing member of either group (e.g. paying tuition). A "member" may not reserve the building at "member" prices for another private group.
4. In addition to the rental fee, a damage deposit of \$100 is required building renters. Deposits will be held in escrow by CCS until three days after the use of the facility for the scheduled event or until the building has been inspected and found to be in its original condition. The deposit will be refunded, but all fees must be paid in full before the day of the event, unless otherwise arranged with the school administrator.
5. No date commitment is considered final or binding until the contract is signed by both parties and the deposit is paid. The deposit is not refundable if the renters cancel the contract within 30 days of the event.
6. The building shall not be rented to any individual or group for the purpose of carrying on activities which would be scandalous for the school or contradictory to its principles or policies. Attempts to do so will result in cancellation of the rental contract and forfeiture of the renter's deposit and monies paid.
7. In the arrangement of decorations, no nails, screws, other hardware, staples, or tape may be used. Any decorations must be removed by the renter before leaving the premises. Decorating may begin at a time arranged with the School Administrator.
8. All activities, except cleanup, will end at 12:00 midnight unless approved by the CCS Board prior to the event.
9. The renter is responsible for cleaning the spaces utilized during the event before leaving. Everything must be returned to its original condition, including putting away all tables and chairs that were used. Any damage above normal wear will result in forfeiture of part or all of the damage deposit. In case of damage above the value of the deposit, there will be an additional charge. Renters are liable for any damage.
10. All groups are expected to remove their trash to the dumpster before leaving the building. Renter deposit will be forfeited in part or whole if trash is not removed.
11. All renters and their guests must confine themselves to the following specific areas: the lobby, restrooms, kitchen, gym, ball diamond, field, and parking lot. All other rooms are off limits – this includes the classroom section of the building, and sports equipment room. Normally, these off-limit areas will be closed and/or locked.
12. The age limit for the responsible party in open gyms and rentals is 21 years of age. This responsible party must be the individual who signs the contract.
13. No building equipment, including tables, chairs, or sports equipment, may be removed from the property for any purpose or reason except with express permission of the School Administrator.
14. The building is not available for rental to the general public on Sunday until after 12:00 p.m.