



# Canton Country Day School

## **CANTON COUNTRY DAY SCHOOL FACILITY RENTAL AGREEMENT**

Canton Country Day School (School) agrees to rent specific areas of its facilities and campus to selected individuals or groups for purposes consistent with the School's philosophy.

### **1. Rental Locations:**

- A. Locations available for rental shall include the gymnasium, dining room, performance area, and our outdoor classroom.
- B. Rental agreements do not include the use of gym apparatus or any other equipment unless specifically stated in the agreement.
- C. Kitchen facilities may be rented in conjunction with other locations only when specified in the rental agreement. Additional fees will be charged.
- D. The renting organizations employees, volunteers and invitees are authorized to use those parts of the building specifically stated in the rental agreement.
- E. Full disclosure of the types of activities and the equipment used is required. All activities and behavior of the renting participants must be deemed appropriate, socially acceptable and reflecting the philosophy of the School.

### **2. Scheduling and Cost:**

- A. The use of the facilities by non-School groups shall not conflict with any schedule of the School, its faculty, staff or students.
- B. Rental rates may be adjusted from time to time in consideration of electric power, water, maintenance, wages and benefits.
- C. Custodial services, if required, will be charged in addition to the fee listed below at a rate of \$35.00 per hour.
- D. The sponsoring group shall assume financial responsibility for any loss or damage incurred to the building or furnishings during use.

### **3. Supervision:**

- A. An employee or representative of the school must be on the premises for the duration of the rental period, if deemed necessary by the School.
- B. The renting organization must designate a member of the group to be responsible for the entrance and exit of all participants.
- C. Groups of 30 or more will provide “supervision” at a ratio of one supervisor for every 30 participants for security within the building and on its surrounding grounds.
- D. Younger children must be closely supervised at all times.
- E. Areas of the School, not included in the rental agreement, are strictly “off limits” to all participants. The nearest lavatory facilities will be available for participant use.

#### **4. General Rules Regarding Rentals:**

- A. Renting groups or organizations may be asked to submit a certificate of insurance indicating the general liability insurance they carry, and naming the School as an additional insured for the rental period.
- B. Renters requiring special services and/or equipment must request specific arrangements in writing at the time of application.
- C. The renting organization agrees not to allow any other organization to participate in the use of the described facilities. Only facilities specifically named in the rental agreement are available for use, and only for the use set forth in the rental agreement.
- D. All facilities must be left clean and in good working order at the close of the agreement period. If used, the furniture and equipment must be returned to its original position. An additional fee of \$35.00 per hour may be charged if this condition is not met.
- E. The School will not permit the use of its name in the solicitation of funds for the support of programs not authorized and sponsored by the School. Nor does use of the facility imply general endorsement of the organization involved in its use.
- F. No food or drink may be served to any group unless specific contractual arrangements have been approved in advance in the rental agreement.
- G. No smoking is permitted within the building or on School grounds. No illegal substances are permitted on School property. Alcoholic beverages may not be served without the written permission of the School. If such permission is granted, the renter will carry liquor liability insurance and will submit a certificate of insurance indicating the amount of insurance carried, and

naming the School as an additional insured.

- H. Non-compliance with any of the rules and regulations may result in immediate cancellation of the rental agreement.
- I. The School assumes no liability for any loss by any cause including, but not limited to, theft or damage, to any equipment, furnishings, or other personal property belonging to renters or to their officers, employees, agents, or invitees.
- J. Renters shall not make any alterations or improvements without the express written consent of the School. Nails, screws, wires, tape or any other fastening devices may not be applied to walls or equipment unless specifically authorized. School signage may not be altered to suit the renter.
- K. It is illegal to carry a firearm or any dangerous ordinance anywhere on School premises. Violators may be prosecuted.

General:

Renter will provide the School with proof of insurance, which extends coverage to the group off premises, and names Canton Country Day School as an additional insured if deemed necessary.

Renter is responsible for any damage to building or property. Responsibility will include repair or replacement for any damage at the sole discretion of the School.

A member of the CCDS staff or an authorized representative will be on hand to answer questions, and secure the building at the completion of the event.

Any children must be closely supervised at all times.

All volunteers and guests attending the event are authorized to use only rented parts of the building, including the nearest restrooms, before, during and after the event.

Before the event:

Set up may not interfere with normal School operations.

Renter is responsible for all setup and should not rely on School personnel to assist.

Renter may rent the School's tables and chairs if requested in advance, but must provide their own supplies, except those expressly list in the rental agreement.

After the event:

Renter is responsible for all tear down, which should begin immediately at the conclusion of the event, and will progress until completion, making sure as to not interfere with the normal operations of the School.

All trash should be removed from the building and placed in the dumpster.

Renter is responsible for returning all borrowed or rented materials to the proper storage spaces after they have been cleaned.

Renter must ensure that the space used is in similar condition as to cleanliness and organization as it was in when they arrived. Floors should be swept and mopped if necessary, and brooms and mops are available in the kitchen area for your use. Custodial service may be supplied as part of this agreement for an additional fee.

Renting Organization: \_\_\_\_\_  
Name/Purpose of event: \_\_\_\_\_

Date of event: \_\_\_\_\_  
Time set up will begin: \_\_\_\_\_  
Time event will begin: \_\_\_\_\_  
Time event will end: \_\_\_\_\_  
Time clean-up will end: \_\_\_\_\_

Person in charge: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Alternate Contact: \_\_\_\_\_  
Alternate Phone: \_\_\_\_\_

Area(s) to be used for the event: \_\_\_\_\_

School equipment or supplies to be used for the event: (An additional equipment fee may apply (ex. Overhead Projector = \$10, Screen = \$5, Easel = \$8, Podium = \$10, Round table = \$8, 8-foot table = \$6, Blue chairs = \$1.50, Wooden chairs = \$1, Water pitchers = \$.50, Linen = negotiable)

Notes, special needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Rental Fee: \_\_\_\_\_

Renter agrees that the scheduled event is limited to the activities as stated above and agrees to adhere to guidelines and expectations as set forth in this agreement. Renter further agrees to hold Canton Country Day School; it's agents, employees, and Board of Trustees harmless from any and all claims, made by any guest of the event, of injury, illness or otherwise damage to persons and/or property, including vehicles, equipment and personal effects.

Organization

\_\_\_\_\_  
Authorized Signature & Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Signed

**For Canton Country Day School:**

\_\_\_\_\_  
CCDS Business Manager or representative

\_\_\_\_\_  
Date Signed