

REQUEST FOR USE OF PRCS-HCHS FACILITIES

Date requested: ____/____/____ Time in: _____ to _____

Association member in charge of activity: _____ Phone # (____) _____

Brief Description of the event: _____

A. RENTAL RATES:

- Church Sponsored Rental \$40.00 Kitchen Gym All Purpose Room
- Hourly Gym Only Rental (2 hour minimum) \$60.00 per hour x _____ hours = \$ _____
- Full Day Rental

Please check the facility or facilities desired:

- Kitchen \$75.00 (Includes any equipment in the kitchen area and towels)
If Kitchen is not marked for use – doors will remain locked
- All Purpose Room \$75.00
If All Purpose Room is not marked for use – doors will remain locked
- Gymnasium \$200.00

B. SPORTS EQUIPMENT DESIRED: (Please check which, if any, applies)

- Use of 1 or 2 Basketball Courts and balls and/or
 1 or 2 Volleyball Courts and balls
 Use of Dodge balls

Only the sports equipment listed above is available for use – no other sports equipment may be used or brought in.

C. TABLE/CHAIR EQUIPMENT DESIRED: (Please check which, if any, applies)

Table and Chairs are available for use by renting party. The round tables can accommodate up to ten chairs each. Rectangular tables are also available. The custodian setup/take-down fees are **\$1.00 per table** and **\$0.25 per chair**. If you desire that the custodian set up and take down tables and chairs, write down how many of each are desired.

- # of Round tables _____ # of Rectangular tables _____ # of Chairs _____
- I desire to set up and take down tables and chairs myself.

D. FEE/SIGNATURE

Rental Rate Fee: \$ _____ “Full Day Rental” Cleaning Deposit: **\$100**

Rental Rate Deposit Received: \$ _____ Received

Total Due: \$ _____

RECEIVED BY: _____

Rental Terms

- A \$50.00 rental deposit is due at time of reserving, and will be applied to your total fee.
- A \$100.00 cleaning deposit is due in addition to your rental fee, which will be returned to you after your rental date, when it is determined everything was left clean. Please make this payment separately, so it may be returned directly to you, i.e. as a separate check. * Cleaning deposit is applicable to a “Full Day Rental.”
- Balances must be paid in full 2 weeks prior to the rental date.
- The facilities will be able to be reserved no earlier than 1 year prior to the rental date.

THE FACILITY IS TO BE KEPT AS CLEAN AS POSSIBLE.

The renting party is responsible to abide by the rental policy and clean the facility after use. Please sign that you agree with the rental arrangements and with the clean-up terms on page 2.

Signature of Applicant: _____ Date: ____/____/____

APPROVED BY: _____

ARRANGEMENTS

Any party wishing to use the school facility must make such a request known to the school office using this form noting the following: facility desired, available date(s), kind of use and hours of use. The rental will be restricted to the area which was requested and approved. Use of the restrooms is available.

Cancellation must be made at least 24 hours prior to date requested or the party will be charged the scheduled fees. PRCS-HSHS reserves the right to cancel any facility rental reservation in the event it conflicts with a school event.

1. No alcohol, profanity, gambling, games of chance, disruptive behavior or loud music are allowed on school property.
2. No smoking is allowed on campus.
3. Use of the school's facilities for fundraising is restricted unless the fundraising is for the school or supporting churches.
4. Sunday use and use after 10:00 pm are subject to approval.
5. An association member will be present, in charge, and held responsible for the care of the building and conduct on the premises.
If no association member is present, the rental may be terminated at the custodian's discretion.
6. Non-marking gym shoes are required for indoor sports activities.
7. The facility is to be kept as clean as possible. The renting party is responsible to clean the facility after use.
8. At no time may any items be removed from classrooms and taken into gym– i.e. pianos, desks, or any other such items.
9. Equipment usage will be limited to balls, basketball hoops and volleyball net, and only allowed to be used with prior permission.
Renter is liable for any damaged equipment.
10. The custodian must be notified if the renting party is leaving early.
11. Party renting the facility will be held responsible for any damages to the building incurred during the time of rental.
12. Permit holders may not assign, transfer, or sublet to others use of the school property.
13. Permit holders acknowledge their responsibility and will hold the school harmless for any and all fines, forfeitures and penalties arising out of violation of the law: the school shall not be held liable for damages, inconvenience times lost by accident, breakdown or malfunction of the facilities.
14. Permit holders agree to hold the school harmless should any damages occur to any of the user's personal property or injury to persons (including death) resulting from the use, operation or possession of equipment and facilities (except as specified by the school's insurance carrier).
15. A custodian will be available to open and close the facility at the beginning and end of a rental.
16. Any kitchen towels that are used are to be placed in the laundry hamper provided at the end of the rental.
17. Failure to abide by any of the above terms or to pay any additional charges may result in future rental requests being denied.
18. Classrooms are not available for use.

GYM RENTAL CHECK LIST

- CALL JANITOR, Sandra @708-466-4439. Let her know what time you are leaving.
- Garbage bags have been taken out to the dumpster.
- All equipment used has been put back where it came from.
- All spills have been wiped up off the floor.
- Floors have been swept with the dust mop provided.
- (If the Kitchen was used, please follow the Kitchen Clean-Up Rules posted near the main sink.)

*Please keep this check list for use during your rental and check off each item when completed. When everything is completed, sign and leave this check list at the school office. The cleaning deposit will then be returned to the responsible party.

Applicant / Responsible Party