



School Rental Use Application

Date requested _____
Time of Day: Starting _____ Ending: _____
Renter (organization or family) _____
Nature of Activity: _____
Adult sponsor in Charge _____
Address: _____
Phone: _____
Rooms Requested: Gym _____ Commons/Kitchen _____ Classroom _____ (Room # _____)
Special equipment needed: _____

\$100.00 key/security deposit required with application
\$10 per hour for staff time or a flat rate of \$120 to be available in building during the event, inclusive of set up and take down.

Providence Christian High School Gym and Commons Use Policy

- 1) Keys will be signed out by the office manager at the front desk for the front door only. No keys will be given for access to the kitchen or athletic storage rooms with out approval from the building and grounds committee or the administrator. A \$100.00 key security/deposit is required. It will be refunded at the time of the key return unless there is damage to the building or to any displays, bulletin boards, etc. or if the kitchen is used but not thoroughly cleaned. The school will inspect for any damages of kitchen floors, locker rooms etc. and will check to make sure that the facility was cleaned properly prior to any reimbursement of the deposit.
- 2) All paper and trash must be cleaned up in the commons, gym, locker rooms and bathrooms. Brooms are available in the receiving room. Failure to clean up will result in reduction (or loss) of rental deposit.
- 3) All equipment supplied for use must be put back where it was found.
- 4) Lights must be turned off and the doors closed and locked.
- 5) Toilets must be checked; flush those that need it.
- 6) Full garbage bags from the commons area must be brought to the back door in the receiving room. Extra garbage bags are in the receiving room.
- 7) No roller blades, scooters, baseball or softball practicing/playing are allowed in the gym or outside on school grounds. Use will result in the loss of the rental deposit.
- 8) No fitness room use.
- 9) For non-affiliate groups, a certificate of insurance naming PCHS as an additional insured is required.

- 10) If there is a plumbing or heating problem please call Mark Luckey (231-903-9435)
- 11) NO sports equipment (basketballs, etc.) will be provided.
- 12) Our facilities may be rented for use as a community center for the entertainment and education of the people and for the discussion of all topics tending toward the development of personal character and civic welfare. The Board of Trustees reserves the right to deny the use of our buildings for purposes that do not contribute to these objectives.
- 13) Any requests for exception to these rules shall be made to the Board of Trustees at a regular meeting prior to the time the building is requested.
- 14) Any rental agreement covering the use of school property is subject to cancellation at any time by the Board.
- 15) The renting person or group shall provide proper supervision of all in attendance. This is to ensure the protection of school property, the enforcement of these rules, and to prevent people wandering through the building. Failure to comply with these rules may be cause for the rejection or cancellation of permit for use, or for loss of the rental deposit.
- 16) The renting party shall be responsible for all damage of loss of school property including property belonging to students and employees during the time the building is in use under the permit. Any damage loss of school property or areas that must be cleaned will result in the loss of some or all of the rental deposit.
- 17) Sunday use of the facility restricted:
 - Outside: no 'organized' sporting events on school grounds.
 - Inside: All activities except for church services may not begin before 1:00 p.m.

RENTAL FEES

Non-Profit organizations: \$100.00/day for gym or commons, \$150.00/day for both gym and commons.
 *(If a non-profit organization charges an admission fee or attendance fee, the rate is that of a profit organization)

Private or For Profit groups or organizations: \$200.00/day for gym or commons, \$250.00/day for both
 Note: Rental of the commons includes access to the kitchen.

Gym rental for recreational activities: \$20.00 per hour. There must be an adult supervisor, approved by the school, actively supervising at all times.

This fee may be waived for any school sponsoring organization, supporting churches and constituents/parents. These organizations or individuals may use the gym with a \$100.00 key security/deposit. The deposit can only be refunded if the building is clean, there is no damage and the key is returned.

Classrooms: Contact the school administration.

Applicants' Signature _____ Date _____

Print Name (If different from adult sponsor in charge) _____

Administrator's signature _____ Date: _____

Return this completed form to the school office. (Original=School, Copy=Applicant)

School use only:	
Deposit received \$ _____	Total fees due \$ _____
Key given _____	To _____
Notes _____	
