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## **Building & Facility Rental Procedures**

Legacy Christian School, as earthly stewards of God's resources, provides the opportunity for groups to utilize school facilities for various functions. Rentals will be made within the context that the primary mission of Legacy Christian School is the education and nurture of students, and these goals will override any conflicting rental requests.

Legacy Christian School reserves the right to establish individual rental quotations for any rental requests and to waive rental fees as deemed appropriate by administration. In addition, the school reserves the right to deny rental to any group who knowingly is in conflict with our moral or spiritual values and would seem to hinder the image we project as a school.

The following rate schedule provides access to the specific space. Additional fees may be incurred and are listed under the Additional Services section.

### **RENTAL RATES**

#### **GYM and KITCHEN - Limited availability during school year**

*Includes use of cafeteria, kitchen, restrooms, tables, and chairs. Does not include main lobby area.*

1. \$45/hour (\$100 minimum) Non-commercial recreational or non-recreational use  
Full-day rate: \$400
2. \$100/hour - Commercial use of any kind

*Kitchen use includes preparation and serving of food requiring use of stove, ovens, etc. Electric roasters, coffee makers, etc. supplied. Some serving utensils also provided. All paper supplies must be supplied by the renter.*

#### **AUDITORIUM - Limited availability during school year**

*Includes use of lobby, restrooms*

1. \$200/day - Non-commercial use
2. \$400/day - Commercial use of any kind
3. \$275 for audio/visual technician. *Includes use of microphones, sound, video projection*

## **MUSIC ROOM ONLY**

*Includes use of risers, projector, screen, whiteboard*

1. \$25/hour - Non-commercial use only

## **MAIN LOBBY (Not available standalone)**

\$75 with rental of gym

## **CLASSROOMS/MEETING ROOMS**

*Includes 2 tables, 20 chairs, screen w/ HDMI connectivity*

1. \$10/day with rental of auditorium or gym
2. \$10/hour if standalone

## **SOFTBALL DIAMOND**

*This does not include access to the building. No tournaments.*

1. \$75/day
2. \$50 with gym rental

## **AFTER-SCHOOL ACTIVITIES - LCS patrons only**

*Includes use of gym, cafeteria, and kitchen for birthday parties, etc.*

1. \$50 fee
2. 3:00-5:00 PM only. Parent(s) must be on premises at all times.
3. Full-price rentals will take precedence. Please contact the LCS office at least one week in advance to check availability. All areas used must be cleaned and ready for the next day.

## **ADDITIONAL SERVICES**

1. \$60 Trash pick-up service (when dumpster is used for waste disposal)
2. \$75 Portable sound system (Gym)

## **ADDITIONAL INFORMATION**

1. Faculty and staff may use the facility for family use only at no charge if the schedule is clear of rentals. Contact the LCS office to check availability. The facility must be cleaned and ready for the next day.
2. All areas rented should be cleaned following use.
3. School activities will take priority over outside groups for rental considerations.
4. All commercial rentals should be approved by the administration and may be refused for any reason.
5. Rental rates for events of more than 5 consecutive days will be reviewed/quoted on a case-by-case basis.

# RENTAL EXPECTATIONS

## General Expectations

- The building will be restored to the same condition or better than it was prior to rental use.
- Persons helping to set up should be available to assure that facilities are clean and ready for the next day.
- Additional charges may result if guidelines are not followed and custodial or maintenance hours are incurred to correct deficiencies.

## Gymnasium

- Children must be supervised at all times.
- Dry mops for floor are located in chair/table storage room. Ask for assistance if needed.
- All tables, chairs, and trash cans must be returned to the table/chair storage room.
- Take any trash to the dumpster. Please note that there is one dumpster for RECYCLING ONLY.

## Cafeteria & Kitchen

- Return tables (if moved) to cafeteria. Set up as you found it.
- Sweep floor. Janitor will mop floors.
- Wash dishes and counters.
- Clean stove top, grill, and oven(s) if used.
- Take any garbage to dumpster. Please note that there is one dumpster for RECYCLING ONLY.

## Hallways

- Pick up paper and place in trash receptacles. Take any garbage to dumpster. Please note that there is one dumpster for RECYCLING ONLY.
- Return all furniture to original places.

## Auditorium

- No food or drink (water excepted) is allowed at any time.
- Move furniture and/or equipment only after receiving permission. Return LCS furniture and/or equipment to their original places.
- All candles/open flame must be contained in glass or other non-flammable container.
- Negotiate a set-up time and removal time if you are bringing in equipment/furniture.
- Employ our sound technician when using lights and sound, or contact LCS office for a list of approved technicians.
- Pick up any paper and trash left in seating area. Please note that there is one dumpster for RECYCLING ONLY.

## Lobby

- No food is allowed at any time.
- Move furniture and/or equipment only after receiving permission.
- Return LCS furniture/equipment to their original places.
- Pick up any paper and trash. Take any garbage to dumpster. Please note that there is one dumpster for RECYCLING ONLY.

## Classrooms (not generally available for rental)

- Do not disturb anything on or in desks or files.
- Return furniture (if moved) to classroom. Set up as you found it.
- Close windows and door(s) and turn off lights.
- Do not use computers or projectors without prior approval.
- Take any garbage to the dumpster. Please note that there is one dumpster for RECYCLING ONLY.

# Building Rental Agreement

Event date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Name: \_\_\_\_\_

Client Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

## ADDITIONAL INFO (WEDDINGS ONLY):

Name of Bride: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Groom: \_\_\_\_\_ Phone: \_\_\_\_\_

Rehearsal Date + Time: \_\_\_\_\_

Time of Ceremony: \_\_\_\_\_

*When school is in session, reception setup in gym may begin Friday noon.*

The Lessee shall agree to defend, indemnify, and hold harmless the Lessor from liability and claim for damages because of bodily injury, death, property damage, sickness, disease or less any expense arising from the Lessee's performance under this agreement to rent and use the facilities of Legacy Christian School.

Legacy Christian School will not provide personnel for crowd control or parking assistance. Unrented portions of the facility may be locked or cordoned off as deemed appropriate.

There are to be no alcoholic beverages, tobacco, or drugs on school grounds.

Legacy Christian School agrees to provide and maintain restroom facilities in a clean and usable manner during the rental period.

No chemicals, paints, toxic materials, tape, glue, tacky substances, nails, tacks or other materials are to be used on the walls, floors, or support posts in the facility. No confetti, glitter, or mulch to be used inside the building.

Lessee shall indemnify and hold Legacy Christian School harmless against any and all claims, liabilities, damages and losses resulting from injury or death of any person or damage of property occurring on or about the rental facilities or in conjunction with Lessee's use of the rental facilities, unless caused by the negligent acts of Legacy Christian School.

This agreement covers use of the above stated facilities for the dates and times listed. The school reserves the right to rent out other portions of the school during the rental period if they do not conflict with the lessee and their event.

Lessee warrants that it has inspected, or will inspect prior to its use, the rental facilities and acknowledges that they are leased "as is", and that neither Legacy Christian School or anyone representing Legacy Christian School has made any guarantee, written or oral, express or implied, with respect to the rental facilities' condition and suitability.

Guests are expected to act in ways that are honoring and respectful to God and biblical standards.

Lessee: \_\_\_\_\_

Lessor: *Legacy Christian School*

Signature: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

## RATES (circle all that apply to your event)

### Gym & Kitchen

Hourly \$45/hour (\$100 minimum)

1-day event \$400

Wedding (2 days) \$750

### Auditorium

Hourly \$35/hour (\$100 minimum)

Daily rate \$200

Wedding (includes sound tech) \$675

### Additional Services

Sound System in gym \$75

Rental Total \$ \_\_\_\_\_