

Molalla River Academy

School Facility Rental Policy

Groups may rent the MRA gymnasium or library space for non-school sponsored functions if the event or activity does not interfere with a school function. All rentals are subject to approval by the school administrator.

Facilities are available for rent Monday through Friday from 4 p.m. to 10 p.m. while school is in session (7 a.m. to 10 p.m. during school breaks) and from 7 a.m. to 10 p.m. on Saturdays and Sundays. Facilities must be entirely vacated within 15 minutes of the end of the rental agreement time, or an additional half-hour rental fee will be applied.

Rental Rates:

\$100 Cleaning Deposit – will be returned providing the facility is returned in the same shape, or better.

\$200 Key Deposit – will be returned with the return of the key to the facility.

\$20/hour rental

Process:

An individual or group may request the use of the school by contacting the school office directly. Rental of the facility is offered at the full discretion of the school administrator. All required agreements and the certificate of insurance (when applicable) must be signed and on file, the security and key deposits paid, and rent paid prior to the use of the facilities.

Steps:

1. Complete the application for use of the facility
2. Read and agree to the Facilities/Gym Rental Agreement
3. Provide Certificate of Insurance naming Molalla River Academy as additional insured, if requested.
4. Pay cleaning deposit, key deposit, and rental fee

Date received request _____

**COMMUNITY USE OF SCHOOL FACILITIES
FACILITIES/GYM RENTAL AGREEMENT**

Molalla River Academy (Hereinafter School), agrees to let _____ (hereinafter Lessee) use the _____ on _____, 20____, between the hours of _____ and _____ subject to the following conditions:

1. Adequate adult supervision (and adult is 21 year of age or older) must accompany all groups. This supervisor must be with the group at all times during the rental time period. It is the responsibility of the supervisor to ensure that the participants remain within the designated rental area, that damage to the building and grounds does not occur and that all group participants leave the school on or before the ending time of the rental permit. When groups are renting multiple spaces at MRA, there must be a supervisor in charge of each area.

2. That the Lessee pays \$ _____ and \$ _____ Cleaning Deposit and \$ _____ key deposit. The cleaning deposit is refundable if premises are left in a condition satisfactory to the school administrator or designee and the key deposit is refundable upon the return of the facility key. Payment must be made to the school office seven days in advance of the use of the facility.

3. That the Lessee shall use the facility only for the purposes of :

4. That the School assumes no responsibility for maintaining or improving the facility and makes no representation about its safety or suitability for intended use.

5. That the School may revoke its permission to use the facility at any time or under any circumstances that the School may deem sufficient.

6. That the Lessee accepts full responsibility for protecting school property and equipment and assume any and all liability for repairs or replacement or for any damage done to buildings, equipment, or other school property used by the Lessee. Lessee also assumes full responsibility for the conduct of any and all persons using the facility during the rental.

7. That the Lessee agrees to assume all liability and hold harmless and indemnify the School, its Directors, employees, and agents from any and all liability arising out of the Lessee's use of School facilities.

8. That Lessee shall furnish evidence of liability insurance coverage for the event and shall name the School as an additional insured on the policy, when requested to do so.

9. A fee of \$20 per hour will be charged for most practices or club events. No fees will be charged for non-profit organizations (example: Boy Scouts/Girls Scouts meetings etc.)

10. A negotiated fee will be charged for special activities including competitions and non-athletic events.

11. Additional Information:

- Rental Agreements are not transferrable
- Alcoholic beverages are prohibited
- There will be NO smoking in any part of the school facility and grounds
- Use of candles is prohibited

Signed: _____ Date: _____
(MRA Executive Director)

Signed: _____ Date: _____
(Facility User Representative)

**Molalla River Academy
Facility Use Request Form**

Date _____ Person making request _____

Contact Information:

Name: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Home Address: _____

Alternate Emergency Name and Number: _____

Organization: _____

Building wanted (Gym/Library): _____

Activity: _____

Date/s: _____

Time: _____

OR

Every _____ Beginning _____ Ending _____

Approximate Numbers Attending: _____

Key Checked Out: Yes/ No Signature: _____

Additional Needs/Information:

School contact for emergency: _____

If applicable, Certificate of Insurance Policy Number: _____

(Attach Certificate to application)