



ST. JOHN'S PREP

RENTAL POLICIES

PAYMENT SCHEDULE

All payments must be made to St. John's Prep upon receipt of invoice. Cancellations by Licensee of any of its scheduled uses with less than fifteen (15) days advance notice to St. John's will cause Licensee to incur a fee of \$200 per cancellation. Cancellations due to weather, conflicts and shut downs will be credited to the following month invoice. There is a \$200, non refundable holding cost due with the signed contract for all rentals.

INSURANCE

Licensee shall maintain commercial general liability insurance with respect to its use of the Facility insuring the Licensee against all claims and demands for personal injury or damage to property which may be claimed to have occurred in or upon or resulting from Licensee's use of the Facility, in the amount of \$1,000,000. A copy of this insurance policy must be submitted to the DocuSign contract issued upon acceptance of this proposal.

Groups working with third party vendors (catering groups, florists, etc) must provide those organization's certificate of insurance, again naming the School as additionally insured.

TIMING

Rental requests must be received at least three weeks in advance. Requests made after this may result in additional fees. Rentals are scheduled on a first come, first serve basis.

All setup and cleanup must take place within the rental time frame. Field and gym spaces are booked back-to-back; thus the rental time frame includes setup, cleanup, warm-up time, etc.

Participants involved in rental programs should not plan on arriving on SJP campus more than 15 minutes prior to the start of the rental period. At no point is SJP responsible for underage participants who have been dropped off without a caregiver being present.

No loitering is allowed on campus before or after the rental time. Everyone must vacate the premises within 15 minutes of the end of the rental period.

EXPECTATION

Rental groups must remove all property upon leaving the premises. No equipment or catering is available. Tables and chairs can be provided on request at cost to the rental group.

Smoking, alcohol, and drugs are not permitted on the campus.

Pets are not allowed on campus at any time, including athletic fields, with the exception of [service dogs](#).

Use of the School name or photography must be cleared in advance by the Assistant Head of School for Marketing and Communications' Office at (978) 624-1328.

Groups accept the facilities in its as-is condition, and acknowledge that the School has no obligation to prepare the facilities for a rental group's use.

INCLEMENT WEATHER

When the School is closed due to inclement weather conditions, all facilities will be closed including the gymnasiums. Call the Director of Auxiliary Programs office at (978) 624-1470 to confirm closures.

MEDICAL AND HEALTH NEEDS

Rental groups assume all financial, legal, and medical responsibility for their staff, invitees, and attendees and must ensure that the designated representative responsible for medical needs has current first aid and CPR certification. The rental group must

provide any medical equipment needed for participants. The school will not make medical equipment available (e.g. inhalers, Epipens, etc.) except for the AED.

RENTAL FEES

St. John's Prep Facility	Facility Rental Charge
Turf Fields (Glatz, Linus 1, Linus 2)	\$170 per hour
Grass Fields (Summer Street, Ryken)	\$135 per hour
Memorial Gym Basketball Court	\$195 per hour
Wellness Center Field House (1 Basketball Court)	\$115 per hour
Wellness Center Field House (2 Basketball Courts)	\$195 per hour
Wellness Center Field House (3 Basketball Courts)	\$260 per hour
Wellness Center Field House (4 Basketball Courts)	\$315 per hour
Wellness Center Pool	\$190 per hour*
Tennis Courts	\$150 per hour
Alumni Hall Kaneb Theater (Does not include AV tech support)	\$185 per hour
Memorial Dining Room (Does not include food service charges)	\$700 event
Conference Rooms (Various locations)	\$115 per hour

Classrooms (Various Locations)	\$115 per hour
Chapel (Weddings only)	\$1,000 per event

All rental charges include a \$25 per hour staffing fee. A flat rate cleaning fee of \$35 is added to each rental.

*Pool rental includes a \$25 per hour lifeguard fee. Additional lifeguards can be provided for an additional \$25 per hour per lifeguard.

ADDITIONAL FEES

Additional Items	Cost Per Unit
Gym Tarp/Wrestling Mats	\$300 Flat Rate
Facilities/Maintenance Staffing	\$45 per hour, per person
Security Officer	\$50 per hour
Lifeguard	\$25 per hour
Chairs	\$2.50 per chair
Chair Setup	\$4 per chair
Tables	\$7.50 per table
Table Setup	\$10 per table
Coat Racks	\$30 each
Grills	\$80 each
Technology Training, pre-event visits, set up meetings, etc.	\$40 per visit
Host (included in wedding, theater, and Meeting Room rates)	\$25 p/h

Wireless Microphone (per day)	\$25 per microphone
Catering through SAGE Dining Services	Available upon request

CAMPUS MAP

A map of our campus can be found [here](#).

RENTAL FAQ's

Is parking available?

Yes! Rental groups are welcome to use the parking lots free of charge. Please be aware that parking can be limited due to other events taking place on campus. Please ensure that cars park only in the designated spots - do not park on access roads or grassed areas.

Is security on campus when school is not in session?

No. Campus security is not on campus after 5pm, unless there is a School event taking place. Security can be added to your rental program if desired, for an additional cost.

Can groups use the scoreboard?

No. The scoreboard is not available for use.

Can groups sell tickets, concessions, or other items on campus?

Selling tickets, concessions, or other items is not allowed. Groups are welcome to sell tickets ahead of time for events, actual transactions may not take place on our campus.

Can groups serve alcohol on campus?

No. Rental groups cannot serve or consume alcohol on campus.

Will other activities be taking place on campus at the same time?

Often, yes. St. John's Prep is an active institution and will often have sports practices, rehearsals, games, testing, student activities, and other special events taking place at the same time. During the summer, St. John's Prep operates many programs, so rental typically may not occur during the camp day.

Are the restrooms available?

Yes! All rental locations have restrooms available.

What happens in case of inclement weather?

When the School is closed due to inclement weather conditions, all facilities will be closed including the gymnasiums. Call the Director of Auxiliary Programs office at (978) 624-1470 to confirm closures.

Is insurance required?

Yes. All rental groups must provide the School with an insurance certificate with the School named as an additional insured, providing comprehensive general liability insurance. Groups working with third party vendors (catering groups, florists, etc) must provide those organization's certificate of insurance, again naming the School as additionally insured.

Can St. John's Prep advertise my event?

No, we are not able to promote any outside group's event.

Can I store items on campus for recurring rentals?

No, we are unable to offer storage on campus. Groups must collect all items at the end of their rental time.

Is there a first aid kit available?

Each rental group must provide any medical equipment needed for participants, including first aid supplies, Epipens, inhalers, and so on. The School is only able to provide an AED. Each rental group should have a designated representative responsible for medical needs who has a current first aid and CPR certificate.