

# Facility Rental Agreement for Event Use

**MSD of Pike Township**  
**Director of Facilities & Security**  
**3950 W 56<sup>th</sup> Street**  
**Indianapolis, IN 46254**



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## THE FACILITY RENTAL AGREEMENT

The person or entity identified below as the Lessee (the "Lessee") and the Metropolitan School District of Pike Township, Marion County, Indiana (the "MSDPT"), hereby enter into this Facility Rental Agreement, as of the last date of execution set forth below. The Lessee agrees and acknowledges that the Lessee has received with this Facility Rental Agreement a copy of the Facility Rental Guidelines and Procedures, has read and understood the Facility Rental Guidelines and Procedures, and that this Facility Rental Agreement incorporates by reference all of the terms and conditions set forth in the Facility Rental Guidelines and Procedures and makes them a part of this Facility Rental Agreement as if they were stated herein. All of the terms used, but not defined in this Facility Rental Agreement, will have the meaning set forth in the Facility Rental Guidelines and Procedures. In addition, the Lessee agrees and acknowledges that this Facility Rental Agreement, together with the Facility Rental Guidelines and Procedures, shall be the full and complete agreement between the Lessee and the MSDPT regarding the Lessee's use and occupancy of the Premises (the "Agreement"), and by executing this Facility Rental Agreement, the Lessee agrees to all of the terms and conditions set forth in the Agreement and to perform all of its obligations imposed under the Agreement in accordance with the terms and conditions set forth in the Agreement. In addition, by executing this Facility Rental Agreement, the undersigned represents, warrants and affirms that all information contained in the Agreement regarding the Lessee is true, valid and accurate to the best of his or her knowledge.

## ACKNOWLEDGEMENT OF RECEIPT OF 'FACILITY RENTAL GUIDELINES AND PROCEDURES'

Please check the box below:

- By signing below, the Lessee acknowledges that he/she has obtained a copy of the Facility Rental Guidelines and Procedures

## RENTAL TERM, EVENT SPACE AND PURPOSE OF USE

During the hours of \_\_\_\_\_ to \_\_\_\_\_,

on \_\_\_\_\_, 20\_\_\_\_\_

the Lessee shall have exclusive access of the following Event Space (please check the applicable box and complete the necessary information):

- Cafeteria/Auditeria    Community Room    Media Center    Classroom(s) – Number(s) \_\_\_\_\_  
 Meeting Room as follows \_\_\_\_\_  
 Other \_\_\_\_\_

at the following facility (please check the applicable box and complete the necessary information):

### District Administration & Secondary Buildings:

- Administration Services Center    Transportation & Facilities Center    High School    Freshman Center  
 Guion Creek    Lincoln    New Augusta Public Academy North

### Elementary Buildings:

- Early Learning Center    Central    Deer Run    Eagle Creek    Eastbrook    Fishback Creek  
 Guion Creek    New Augusta Public Academy South    Snacks Crossing  
 OTHER \_\_\_\_\_

for the following purpose:  
\_\_\_\_\_  
\_\_\_\_\_



## ADDITIONAL RENTAL ITEMS

In addition to the rental of the Event Space identified above, the Lessee shall lease the following items or receive the following services as follows (please check the applicable box and complete the necessary information):

- AV equipment, computers and/or other technology (collectively, the "Equipment"):
- access to the MSDPT network
- food services (Chartwells)
- security personnel

## LESSEE INFORMATION AND SIGNATURE

Event Title:	Entity Name:
Contact Name:	Billing Address:
Contact Phone:	City, State, Zip:
Contact Email:	
Signature:	Date:
Printed:	
Title:	

FOR OFFICE USE ONLY

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### Applicable Building Principal - APPROVAL

Date:	Signature:	Printed Name:	
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### Director of Facilities & Security - APPROVAL

Date:	Signature:	Printed Name:	<b>Clayton Gruber</b>
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