



FACILITY/EQUIPMENT RENTAL CONTRACT

Gym Cafetorium Grounds Room (Specify) _____

Equipment _____ Number borrowed _____

Date Needed: _____ Organization: _____

Person in Charge: _____ Phone No: _____

Address: _____ Time In: _____ Time Out: _____
(with city, state and zip)

Purpose of Using Facility/Equipment: _____

Key Requested: Yes No Key Issued: _____

(date)

Key Returned: _____ Checked In By: _____
(date)

If Equipment is used/borrowed please fill out below upon return:

Date Equipment Returned: _____ Number Returned: _____

Returned by: _____ Checked In By: _____

I understand our group is responsible for leaving the facility as we find it (including putting all tables and chairs back to their original location, clean areas used and trash removal including the cafetorium) and for any damage to the facility or equipment. Equipment borrowed is to be returned in a timely manner.

_____ (renter) will indemnify, save, defend and hold harmless Sumner Academy, and its representatives, Board of Trustees, directors, officers, employees and agents (each an "Indemnified Party") for, from, and against, any and all claims, liability, penalty, interest, losses, damages, expenses and costs (including reasonable attorneys' fees and expenses) of whatsoever kind and nature arising out of, in connection with, or relating in any way to renter's use of the referenced facilities.

_____ (renter) will be required to purchase an event policy with liability coverage naming Sumner Academy as an additional insured. Certificate of Liability Insurance shall be submitted to Sumner Academy before the event can be held.

_____ (renter) understands and acknowledges that the use of alcohol, tobacco, illegal drugs, and/or firearms is strictly prohibited. If you or your guests are caught with such items you are subject to immediate removal and forfeiture of your entire rental fee.

Signature Date

For Office Use Only

Approved Date

Fee Required: _____ Fee Received: _____ COL Received: _____

Entered/Calendar: _____ AD Approval/Gym: _____ DOM Codes/Gate Bldg.: _____

Notes: