



RENTAL POLICIES

PAYMENT SCHEDULE

Upon receipt of the invoice, all payments must be made through the Ann & Nate Levine Academy [Payment Portal](#). Cancellations by Licensee of any of its scheduled uses with less than fifteen (15) days' advance notice to Levine will cause Licensee to incur a fee of \$200 per cancellation. Cancellations due to weather, conflicts, and shutdowns will be credited to your account.

INSURANCE

Licensee shall maintain commercial general liability insurance concerning 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, for \$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 organizations' certificate of insurance, again naming the School as additionally insured.

If the licensee does not carry commercial liability general insurance, you can use a one-day insurance company like [EVENTSURED](#).

TIMING

Rental requests must be received at least one week in advance. Requests made after this may result in additional fees. Rentals are scheduled on a first-come, first-served 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 the campus more than 15 minutes before the start of the rental period. At no point is Ann & Nate Levine Academy responsible for underage participants who have been dropped off without a caregiver 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 at the cost of the rental group upon request.

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

Pets, including athletic fields, are not allowed on campus at any time except for [service dogs](#).

The Marketing and Communication Manager at (972) 248-3032 ext. 137 must approve the use of the school name or photography in advance.

Groups accept the facilities in their as-is condition and acknowledge that the School is not obligated to prepare them for rental group use.

INCLEMENT WEATHER

When the School is closed due to inclement weather conditions, all facilities, including the gymnasiums, will be closed. To confirm closures, call the Auxiliary Programs Coordinator at (972) 248-3032 ext 174 or (214) 394-8000.

MEDICAL AND HEALTH NEEDS

Rental groups assume all financial, legal, and medical responsibility for their staff, invitees, and attendees. They 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. Except for the AED, the school will not make medical equipment available (e.g., inhalers, EpiPens, etc).

RENTAL FEES

Ann & Nate Levine Academy	Facility Rental Charge
Turf Soccer Field	\$175 for the first two hours, \$50 for each additional hour up to four hours 2 hours minimum
Soccer Field	\$175 for the first two hours, \$100 for each additional hour up to four hours 2 hours minimum
Donsky Paillet Gym (Large Gym)	\$175 for the first two hours, \$100 for each additional hour up to four hours 2 hours minimum
Beit Aryeh	\$175 for the first two hours, \$100 for each additional hour up to four hours 2 hours minimum
Haymann Family Pavilion	\$175 for the first two hours, \$50 for each additional hour up to four hours 2 hours minimum
Wende Weinberg's Prayer Garden	\$175 for the first two hours, \$50 for each additional hour up to four hours 2 hours minimum
Multipurpose Room	\$175 for the first two hours, \$50 for each additional hour up to four hours 2 hours minimum
Classroom(s)	\$175 for the first two hours, \$50 for each additional hour up to four hours 2 hours minimum
Donsky Gym (Small Gym)	\$175 for the first two hours, \$75 for each additional hour up to four hours 2 hours minimum

Art Room	\$175 for the first two hours, \$50 for each additional hour up to four hours 2 hours minimum
-----------------	--

ADDITIONAL FEES

Additional Items	Cost Per Unit
Facilities/Maintenance Staffing	\$45 per hour, per person
Security Officer	\$50 per hour- minimum 4 hours
Tables	\$7.50 per table
Table Setup	\$10 per table
Chairs	\$2.50 per chair
Chair Setup	\$4 per chair
Technology Training, pre-event visits, set up meetings, etc.	\$40 per visit
Wireless Microphone (per day)	\$25 per microphone
Scoreboard	\$25 per event
AV Equipment (Beit Aryeh)	\$50 per event

CAMPUS MAP

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

RENTAL FAQ's

Is parking available?

Yes! Please enter at the Frankford Road entrance. 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.

Is security on campus when school is not in session?

No. Campus security is not on campus after 5 p.m. unless a School event occurs. Security can be added to your rental program if desired for an additional cost.

Security Officer	\$50 per hour- minimum 4 hours
------------------	--------------------------------

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, and 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?

Yes, frequently. Ann & Nate Levine Academy is a vibrant and active campus with ongoing sports practices, rehearsals, games, testing, student activities, and special events. During the summer, the school hosts a variety of programs, so rentals are generally not available during regular camp hours.

Are the restrooms available?

Yes. All rental locations have restrooms available in the building. If using the soccer field and the building is not open, restrooms are unavailable.

What happens in case of inclement weather?

When the School is closed due to inclement weather conditions, all facilities, including the gymnasiums, will be closed. Call the Auxiliary Programs Coordinator at (972) 248-3032 ext

174 or (214) 394-8000 to confirm closures.

Is insurance required?

Yes. All rental groups must provide the school with an insurance certificate naming the school as an additional insured and providing comprehensive general liability insurance. Groups working with third-party vendors (catering groups, florists, etc.) must give those organizations' certificates of insurance, again naming the school as an additional insured.

You can use a one-day insurance company like [EVENTSURED](#).

Can Ann and Nate Levine Academy 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 for participants, including first aid supplies, EpiPens, inhalers, etc. The School can only give an AED. Each rental group should have a designated representative responsible for medical needs with a current first aid and CPR certificate.