FOREST RIDGE SCHOOL OF THE SACRED HEART
ANNUAL RENTAL CONTRACT

Rental Fee Schedule (Hourly Rates)

HOURLY Rental Rates*	Alumnae	Catholic & Community	Non-Profits, Youth Sports & Woman-Owned	All Others
Athletic Field	**$25**	**$42**	**$45**	**$65**
Dance Studio	**$20**	**$28**	**$32**	**$46**
Fitness Center	**$20**	**$28**	**$32**	**$46**
Gymnasium	**$37**	**$69**	**$71**	**$103**
Tennis Courts	**$15**	**$20**	**$22**	**$32**
Cafeteria	**$28**	**$51**	**$53**	**$77**
Cafeteria + Kitchen Use	**$33**	**$61**	**$63**	**$91**
Chapel	**$37**	**$69**	**$71**	**$103**
Theatre	**$41**	**$76**	**$78**	**$113**
Theatre + Gallery	**$44**	**$83**	**$85**	**$123**
Classrooms	**$20**	**$25**	**$28**	**$41**
Conference Rooms	**$20**	**$25**	**$30**	**$44**
Library	**$20**	**$28**	**$32**	**$46**

Parking Lot Use: (180 Spaces + 6 ADA)	Flat Daily Rates
1-40 attendees	**$0**
41-99 attendees	**$100**
100+ attendees	**$150**

Activities directly related to Forest Ridge School programs shall always have priority. Community rentals are considered when they are not in conflict with school activities and regular maintenance.

**30-minute increments are allowed after meeting a 2-hour minimum requirement and will be calculated at 50% of the listed hourly rental rate.*

**See Rental Fee Schedule (Break Camp Rates) for summer and holiday break camp rates.*

Rental Fee Schedule (Break Camp Rates)

DAILY Rental Rates*	Non-Profits, Youth Sports & Woman-Owned	All Others
Athletic Field	**$115**	**$144**
Dance Studio	**$82**	**$102**
Fitness Center	**$82**	**$102**
Gymnasium	**$274**	**$343**
Tennis Courts	**$57**	**$71**
Cafeteria	**$208**	**$260**
Cafeteria + Kitchen Use	**$245**	**$306**
Chapel	**$274**	**$343**
Theatre	**$300**	**$375**
Theatre + Gallery	**$316**	**$395**
Classrooms	**$113**	**$141**
Conference Rooms	**$117**	**$146**
Library	**$118**	**$148**

Parking Lot Use: (180 Spaces + 6 ADA)	Flat Daily Rates
Storage Fee (*PODS, Trailers, etc*)	**$15**
Large Gathering/Special Events	**$50**

Activities directly related to Forest Ridge School programs shall always have priority. Community rentals are considered when they are not in conflict with school activities and regular maintenance.

**Break Camp rates are based on full-day use of each space during school breaks. Assigned spaces will be available from 6am – 6pm unless otherwise negotiated in advance.*

**Break Camp Rates are only available when renting for a minimum of 3 full days per week and are only available during the following school breaks: Winter Break, Mid-Winter Break, Spring Break, and Summer Break.*

ADDITIONAL FEES: *If facility use fees are not specifically identified on any of the fee schedules, they will be established during the agreement process based on scope of rental and on the intent of the policy and comparable uses.*

NON-REFUNDABLE ADMINISTRATIVE FEE OF $10, per invoice

INSURANCE REQUIREMENTS

- Certificate of Liability insurance in the amount of one million dollars with Additional Insured endorsement is required for all rentals.
- Renter may provide their own insurance or may request insurance through the school to be added to the calculated rental fee total for each event. Insurance rates are available upon request.

CUSTODIANS & CLEANUP

$50 per hour for custodial

- Rentals outside of regularly scheduled custodial hours may require a 4-hour minimum charge.

CAMPUS RENTAL SUPERVISOR – *Required for all rentals*

$15 per hour additional charge on Sundays, federal holidays, and school-recognized, non-federal holidays.

- A school staff member is required to be present for all rentals. The hourly rental rate for each space already includes the required staff coverage fees for Monday-Saturday only, during regular business hours.

KITCHEN SUPERVISION

$45 per hour for training on our kitchen equipment and cleaning/sanitizing procedures

- **Required prior to rental start (1 hour minimum)**

$55 per hour for kitchen staffing – may be available upon request during school breaks

- All Kitchen Use requires approval from the Director of Food Service and all persons who will be inside the kitchen must have a valid Food Handlers permit. Conditions of Rental [8]

THEATRE SUPERVISION

$45 per hour for Theatre Technician Monday-Friday
$25 per hour for Student Theatre Technician Monday-Friday, if available
$55 per hour for Theatre Technician during weekends, holidays, and all school breaks including summer, faculty in-service days, and all school-recognized, non-federal holidays.

- Subject to need at the discretion of the Rental Coordinator and/or Theatre Supervisor

Equipment Use:	**Flat Daily Rates**
Piano Use *(Chapel or Theatre)*	**$100**
Piano Tuning (*special request*)	**$200**
Choir Risers *(Chapel or Theatre)*	**$10 each** (5 available)
Scoreboards/Bleachers *(Gym)*	**$20**
Locker Rooms *(Gym)*	**$50** *Requires prior approval from Director of Athletics.*
Rock Wall *(Gym)*	**$175**
Pickleball Equipment (*Gym/Tennis Courts*)	**$40**
Stage Lights/Projector *(Theatre)*	**$30 + hourly A/V Technician fees if required**
Wi-Fi, Projector & Audio *(per room)*	**Available upon request**
Utilities *(Water/Sewer, Electricity, Garbage/Recycle)*	**$40** *when required*

RENTAL CONTRACT TERMS

Reservation and Payment Terms:

1. Facilities may be rented for a minimum of 2-hours with additional 30-minute increments, at the rates listed. If Renter remains after the scheduled time, Renter will be charged for additional time used for each facility rented. Such additional fees will be promptly paid upon written notice.
2. To reserve space Renter must submit a completed Rental Agreement, Certificate of Insurance, and a down-payment (if required) of at least 50% of estimated rental fees. Down-payments are required on all facility rentals exceeding $5,000 or at the discretion of the CFO.
3. If Renter cancels this agreement at least fourteen (14) days prior to the rental date, all fees paid (except the non-refundable Administrative Fee) will be refunded. If Renter cancels this agreement within the fourteen (14) days prior to the rental date or fails to notify the School of cancellation, there will be no refund of any fees paid.
4. Rental Fees are invoiced monthly in arrears. Failure to pay such fees in the time required shall result in termination of this Agreement and all future scheduled events.
5. All fees for bounced and/or returned checks are the sole responsibility of the Renter and will be paid in full immediately upon notice by the School. Should Renter fail to pay any balances due from the Rental Agreement or any additional processing/return fees, the School reserves the right to collect on those balances and terminate this Agreement and all future scheduled events.
6. Payment by check, ACH, or credit card. Cash is not accepted.
    a. Credit card payments will incur up to a 3% processing fee per transaction, to be paid by Renter.

Forest Ridge Business Office

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Space Usage Policy:

The facility(ies) shall not be used by Renter for any other purpose than agreed upon. Renter shall comply with all applicable federal, state, and local laws and regulations and shall not carry on any activities which may be deemed a nuisance or of an unlawful nature.

All Fire Department regulations will be strictly observed. In the event of a fire alarm, Renter and all of Renter's guests shall exit School property and remain off School property until the Fire Department gives the all clear. Renter is responsible for any fee charged by the Fire Department or other municipality for a false alarm caused by Renter or a guest of Renter.

Conditions of Rental:

1. Rentals include only the facility or facilities rented as designated above. All activities must be restricted to such designated facility(ies), except as specifically noted in Paragraph 2 below.

2. Restroom facilities are available during Athletic Field, Tennis Court, and Parking Lot rental periods *upon request* and are located inside the Gymnasium building. All other rental spaces have access to restrooms within their respective buildings during the rental period.

3. Renter will keep the facility(ies) in as good condition as when received and will not use or permit any use thereof which will invalidate or increase the School's rate of insurance, or overload the floors, or otherwise damage the facility(ies). Renter is not permitted to operate, adjust or interfere with electrical or mechanical equipment. Renter may not use any nails, tacks, staples, tape, or other adhesives on the School's property without prior written consent.

4. The facility(ies) is/are only authorized to be rented by Renter, and Renter cannot sub-rent the facility(ies) to other parties.

5. Renter, at Renter's sole cost and expense, shall purchase and maintain Commercial General Liability Insurance, which shall include broad form property damage, contractual liability and personal injury liability, with a combined single limit of not less than $1,000,000 per occurrence for damages from accidents occurring on or about the facility(ies) or arising out of, resulting from, pertaining to, attributed to, or in any way related to Renter's use of and presence on School property. A certificate of insurance shall be delivered to the School with this Agreement, and the School shall be named as additional insured with respect to such policy. The certificate shall also contain provisions for a thirty-day notice prior to cancellation, reduction of coverage, or other material change to the policy and Renter shall ensure that such insurance is in full force at the time of the rental. It is agreed a Waiver of Subrogation of favor of Certificate Holder is granted. Coverage afforded is primary and non-contributory. Failure of the School to demand the insurance certificate or other evidence of full compliance with these requirements or failure of the School to identify a deficiency from evidence that is provided shall not be construed as a waiver of Renter's obligation to maintain such insurance.

6. Renter's occupancy of the facility(ies) shall be at Renter's sole risk and Renter shall indemnify and hold the School harmless from and against all liability, damages, costs, and expenses from causes of action, suits, claims, demands, and judgments, including attorneys' fees and costs, of any nature whatsoever for injury or death of persons or loss of or damage to property (including property of the parties hereto), whether or not the School has suffered actual loss, damage or expense, arising out of, resulting from, pertaining to, attributed to, or in any way relating to Renter's use of or presence on School property. Renter's indemnification obligations shall extend to the sole or joint negligence, or tortious act or omission of the School or any third party (including, without limitation, all persons associated with Renter's use of or presence on School property, invited or uninvited), but shall not extend to losses caused by the School's willful misconduct.

   If it becomes necessary for the School to defend any action seeking to impose any such liability, Renter will pay the School all costs of court and reasonable attorneys' fees incurred in such defense, in addition to any other sum which the School may be called upon to pay by reason of the entry of a judgment or decree against it in the litigation in which such claim is asserted and/or a settlement of any such action.

7. Should the facility(ies), or any part thereof, be destroyed or damaged due to acts or circumstances beyond the control of the School or not due to acts or omission of the School to such an extent that such destruction or damage will substantially interfere with the use of the facility(ies) by Renter, this Agreement will terminate and

the deposit will be refunded, less any costs already incurred by the School on behalf of Renter. No other damage or remedies will be available to Renter.

8. Use of Kitchen facilities requires prior approval from the Director of Food Service. Renter must maintain a current and valid Food Handler's Permit and follow all food safety guidelines. If use of Kitchen equipment such as dishwasher, ovens, skillets, etc are requested, a member of the School's Food Service team will be available prior to the event to give instructions on use and cleaning of the facility. Renter must take all necessary precautions to carefully monitor the use of food products while on School property to ensure that School guidelines and applicable health regulations are followed.

9. Renter must provide any items necessary for food/beverage serving and must dispose of any trash in an appropriate manner.

10. Excess trash removal is not included in the rental agreement. If Renter expects to generate excess trash, that must be negotiated in the rental fee. Otherwise there will be a $50 per bag additional charge for trash generated in excess of regular business operations.

11. Use of School equipment is subject to prior approval of the School. Renter agrees that only individual(s) knowledgeable in the safe and proper operation of equipment and supplies will be allowed to use same. Renter will keep such School equipment in as good condition as when received. Renter shall bring any items necessary for presentations, such as audio-visual equipment or other supplies.

12. All exits, aisles, hallways, and stairways must be kept free from obstruction at all times.

13. Renter is responsible to clear all persons and property from School property at the end of the rental period. Any personal property not removed at the end of the rental shall become the sole property of the School.

14. Renter, shall obtain, at Renter's own cost, any and all permits and licenses required by law and shall pay all federal, state and local taxes, fees and other charges.

15. Fireworks, explosives of any kind, tobacco, smoking, alcohol and other intoxicating beverages, illegal substances, gambling, raffles, and firearms are strictly prohibited on School grounds. No open flames are permitted. Direct sales, solicitation, and advertising are prohibited. Inflatables (such as bounce houses, rock walls, slides, water slides, etc.) are prohibited without prior written consent.

16. No political events shall be conducted.

17. Renter shall not discriminate against any person in connection with the rental. Renter shall not distribute, post, or display any symbols or emblems that suggest supremacy or incite hatred or violence.

18. Renter shall be responsible for proper supervision of all persons, and appropriate adult supervision is required at all times. Renter assumes full responsibility for the acts or omissions of all persons, associated with Renter's use of the facility(ies), school grounds, or equipment, whether invited by Renter or not. Renter shall be responsible for removing trespassers during the rental and shall promptly inform the School of such activities.

19. Renter is responsible for any additional staffing required, including opening and closing any building needed for the rental.

20. Furniture is not included in the base rental fee. Any furniture or setup request is subject to an additional fee.

21. If keys are required to be signed out to Renter for use of the facility(ies), Renter will provide to the School a valid Driver License or State ID and their direct contact information. Renter is responsible for any and all costs associated with lost keys.

Damage Deposit:

A damage deposit must be made at the time of the reservation request, if required based on scope of rental.

Renter agrees to pay all costs of cleanup, repair or replacement of damaged facilities, grounds, or equipment. Failure of Renter to maintain the facility(ies), School grounds or School equipment in acceptable condition or to abide by the terms and conditions of this Agreement may result in forfeiture of the damage deposit, along with all other remedies and damages available to the School.

Cancellations:

Any cancellations must be requested a minimum of fourteen (14) days in advance of the rental date. Failure to do so will jeopardize any refund. See *Reservation and Payment Terms*.

Inclement Weather Policy:

In the event of inclement weather, Renter may choose to rent a different space if available, at the appropriate rental rates. If another space or campus as a whole is unavailable, Renter can reschedule the event for a later available date, and all fees and deposits will be applied to the new reservation. If Renter chooses not to reschedule the event due to weather, all fees and deposits (*except non-refundable admin fee*) will be refunded to Renter.

Waiver:

The failure of the School to enforce at any time or for any period of time any of the provisions of this Agreement will not be construed to be a waiver of such provision or of any of its rights to enforce such provision and each and every provision thereafter.

Entire Agreement:

This Agreement contains the entire agreement of the parties concerning the subject matter hereof, including all oral understandings and agreements, and there are no collateral understandings or agreements or representations or warranties not expressly included herein. No provision hereof may be modified, waived, or amended except in writing signed by the parties hereto.

Disclaimer:

The School does not endorse, suggest, encourage, and/or support any of the renters that may rent the facilities. Additionally, the School has no liability for any injury, loss, or damage relating in any way to any organization, entity, renter, or others using its facilities or equipment, unless such injury, loss, or damage results from the School's willful misconduct. All persons associated with the rental must follow the terms and conditions of this Agreement. Any deviation may result in cancellation of the Agreement. In such an event, Renter shall be responsible for all fees up to the time of the cancellation, along with all other remedies and damages available to the School.

Inspection:

Renter has inspected the facility(ies) to be rented and equipment (if any), and found them to be safe and appropriate for Renter's use. The School makes no representations as to the condition of the facility(ies) or their fitness for use by Renter.