

Rental Policy for Sussex School Facility Use

Use of School Facilities: This document is to be agreed to at the time of reservation with the facilities manager.

Sussex School supports community use of school facilities for both educational and recreational purposes.

The use of the facilities will follow the priority of

1. School-sponsored activities
2. Community recreation, youth groups, and cultural activities
3. Other activities. General public-use requests must be shown to be legally and culturally acceptable, as well as open to all regardless of gender, race, creed, or national origin.

Approval of applications will be based upon the following:

1. Benefits to the community and the school
2. Educational and/or physical contribution to the participants
3. Potential wear and tear on the school facilities
4. Availability
5. Legal and cultural acceptability
6. Openness to all regardless of gender, race, creed, or national origin.

Sussex School Affiliation: Sussex School disclaims any affiliation with the renter. The renter understands that Sussex, by permitting the use of its facility, does not support, advocate, or endorse the renter's religious, political, or social philosophy.

Cancellations by Sussex or Renter:

- Sussex reserves the right to cancel or move the location of all rentals as may be required in order to accommodate school functions and/or available custodial staff or due to unanticipated conditions.
- All rental activities will automatically be canceled on the days that school has been canceled. The facilities manager will make reasonable efforts to notify renters of changes and cancellations.
- The applicant shall submit a written notice requesting cancellation of or changes to an approved schedule. The request must be received by the facilities manager at charles@sussexschool.org no later than 9:00 a.m. three business days prior to the event date. Failure to provide written notice using these timelines may result in full payment.

Fees and Payment:

Gymnasium/Auditorium: \$25/hour

Grounds/field: \$25/hour

Individual Classrooms/Buildings (groups): \$25/hour

Individual Classrooms for tutoring or individual lessons: \$10/hour

Entire facility: \$550/hr

Support Staff: \$50/hr

Additional charges may apply if extensive custodial services are required.

- All fees are payable upon receipt of invoice and due within 30 days of invoice date. Continuously late payments or failure to make payments will result in the inability of a group or individual to rent any school facilities in the future and may result in legal action.
- Payment options: Cash payments must be presented in person to the Sussex Office at 1800 S 2nd St W; a receipt will be issued at that time. Payments by check may be mailed or delivered

to Sussex School at the above address. Make checks payable to Sussex School and reference your invoice number on the memo line.

- Prepayment/Deposit: Prepayment or deposit may be required at the discretion of Sussex School.

Insurance: Sussex School requires groups to carry a certificate of liability (insurance) that lists Sussex as co-insured for the rental. Please contact the business and finance director at Sussex with questions and to provide proof of insurance.

General Rules/Guidelines:

- The Rental Policy for Sussex School Facility Use must be signed by an authorized representative of the organization using the school facility and by the Sussex School facilities manager.
- Renters shall only be allowed to use the building spaces or grounds they have rented and are paying for. Users must follow local laws as well as the rules stated in this document.
- Designated Point of Contact: Each rental request shall include the name and contact information of a single person who will be that organization's only point of contact with the facilities manager for scheduling and rental coordination purposes. The facilities manager will only make changes or discuss the schedule with the point of contact listed on the Rental Policy for Sussex School Facility Use.
- Damages: The renter shall be responsible for the entire cost to correct any and all damages that occur to buildings or grounds as a result of their rentals, whether caused by attendees or participants, as determined by the business and finance director.
- As-Is Conditions: School buildings, facilities, and equipment shall be accepted by renters in their existing "as-is" condition. Reasonable accommodations and repair attempts will be made where possible to facilitate rentals.
- Arrival, Departure, and Setup Times: Setup time must be included on the Rental Policy for Sussex School Facility Use and is considered part of your rental time. Therefore, the rental group will be charged for the time needed to set up. The school facilities shall only be made available for the hours indicated on the Rental Policy for Sussex School Facility Use; any change to the time needed must be requested by a written notice to the office manager received three business days before the event.
- Cleanup: All trash should be disposed of in provided receptacles. If chairs and/or tables are moved, they must be returned to the original location at the end of your use.
- Use of Buildings by Sussex School Employees: Individual employees of Sussex may not use school facilities for non-school activities without completing the Rental Policy for Sussex School Facility Use, receiving approval, paying appropriate fees, and providing insurance (if required). Employees of Sussex cannot use school facilities for programs which allow for personal profit, i.e., private class offerings, art studios, camps, etc. without completing the Rental Policy for Sussex School Facility Use, receiving approval, paying appropriate fees, and providing insurance (if required).
- Food & Drink: There is to be no food or beverages on the stage.
- Attire: Shirts and shoes shall be worn at all times, and appropriate athletic shoes shall be used on athletic floors.
- Equipment: Any equipment that may be used as part of this agreement may not be removed from school property. The only equipment that may be used in the music room without prior approval and a deposit is the piano.

- Large Events: The facilities manager will schedule a walkthrough prior to your event as needed to be sure the school can fulfill your setup needs as expressed on the Rental Policy for Sussex School Facility Use.
- Sports Balls: Only rubberized sports balls made for indoor use are allowed in the buildings. Any scratching of gym floors from unauthorized sports balls and/or gym misuse could result in loss of gym use and/or additional charges.
- Decorations/Signs/Tape: Decorations and signs may not pose a fire or safety hazard. Decorations and signs must be removed at the end of use. Staples, nails, and tacks are not permitted to hang any items. All decorations, signs, and tape must be removed at the end of use so that there is no indication of such items.
- Sound/lighting/projectors: Equipment may be available for use by renters with prior approval and training. Please indicate this on your form if you need the use of this equipment.
- Performing Rights: Renters are solely responsible for obtaining any required performing rights, licenses, or permissions for any performance, event, or production held at Sussex School; it is essential that all necessary licenses are in place before the event. Sussex School is not responsible for securing these rights on behalf of renters, and will not be managing or monitoring this in any way.
- Space Rental Support: Staff support may include technical assistance (e.g., sound, lighting), setup, or supervision as needed at \$50/hr. Please indicate on your form if you would like to opt in for this.
- Ticket Sales and Donations: The management and operation of any ticket sales, donations, or fundraising efforts during the event are entirely the responsibility of the renter. Sussex School does not oversee or manage financial transactions related to the event.

Supervision and Behavior:

- The renter must provide sufficient adult supervision (minimum of 21 years of age) at all times. Supervisors should maintain a safe environment overall, including with crowd control, ticket sales, ushers, security of personal property, and enforcement of the facility Rules and Regulations, as well as all state laws and local ordinances.
- Children must be closely supervised at all times. No running/playing in halls and bathrooms.
- Attendees or participants of the rental shall not enter school areas that are outside of the rental space or associated common space (bathrooms and hallways).
- Under no circumstances will custodians or any other Sussex staff member be responsible for supervision of participants before, during, or after an activity.
- Behavior: At all times, orderly conduct shall be required of the renter, participants, performers, and audience members. Rude, offensive, or illegal behavior or language by any attendees or participants of a rental shall be considered grounds for immediate revocation of facility use.
- Smoking, tobacco, illegal or illicit drugs, or weapons are prohibited in all school buildings and on school property.

Sussex Facilities Rental Form

Organization or Individual Renter (Print Name): _____

Authorized Representative/Point of Contact (Print Name): _____

Authorized Representative Signature/Point of Contact: _____

Contact Information: _____

Area/building being rented _____

Additional equipment requested: _____

Staff Support needed \$50/hr Yes _____ No _____

Dates: _____ Time: _____

Total Amount Due: _____

Deposit amount Due: _____

Insurance attached? Yes _____ No _____