

Holland Christian Schools

Facility Usage Terms and Conditions

Holland Christian Schools desires to fully utilize the facilities we have been blessed with. When scheduling facilities, priority is given to school programs.

All organizations or groups desiring to use school facilities must complete an application. The person listed as contact for the rental will be the person who will be held personally accountable for fulfillment of the terms of this agreement and will be referred to through the agreement as the "rental representative". Applications must be made at least 30 days in advance of use. Cancellations (for a waiver of any fees) must be made at least 24 hours in advance. There is a \$25 scheduling/processing fee for all applications. Holland Christian reserves the right to exclude uses not suitable to our purposes or goals.

The rental representative agrees to:

1. Abide by all general regulations as established by Holland Christian Schools for use of school facilities.
2. Assume responsibility for the building/site and users while in use by this group for the purpose(s) stated in the application.
3. Limit use of the building/site to the purpose and description stated in the application. Any proposed changes shall, if approved, be made part of this agreement.
4. Be shown locations of emergency equipment and procedures by the building/site designee. The rental representative will personally assume the responsibility for the actions and safety of all persons entering the building/site and shall have the authority to limit entrance to those individuals who comply with the rules governing the use of the building/site.
5. Personally check all exits, lights, restrooms, etc. as directed by the building/site designee before leaving. The rental representative shall also report to the rental facilitator or designee at the earliest practical opportunity any damage or unusual condition observed.
6. Have an adult sponsor in attendance at all times and adult supervision must be adequate according to the nature of the activity.
7. Prohibit smoking, gambling and the use of alcohol on school premises.
8. Not use appliances in building/site unless authorized person is present.
9. Remove all refuse and garbage from the building/site before leaving.
10. Have no food or beverages taken into or consumed in the building/site unless preapproved.
11. Have athletic equipment issued and trained by school personnel for set up.
12. Use proper footwear when using the gym floor.
13. Let Holland Christian Schools do any snow plowing that is required to carry out the rental agreement. The rental representative will be charged accordingly.
14. Prearrange use of special decorations other than tabletop.
15. Remit any required fees to Holland Christian Schools.
16. Furnish a certificate of insurance to the Business Office assuring liability and property damage coverage when requested.