

..... "Teaching and Training for the Glory of God"

All-Purpose Room, Kitchen, & Ball Field Rental Form

Name of Group: _____ Date: ___/___/___ Person Responsible: _____

Phone: (____) _____ Address: _____

Date(s) of Rental: _____ Time(s): ___:___ to ___:___ # of Persons Expected: _____

Occasion for Use of Facilities: _____ Description of Activities: _____

Items Needed (folding chairs, tables, volleyball nets, volleyballs, basketballs, etc.): _____

Rental Fee – Please write total amount due next to items that apply:

\$ _____	All-Purpose Room (minimum 4 hours)	4 hours = \$100.00 * \$15.00 per additional hour
\$ _____	Tables & Chairs	\$20.00
	# of chairs needed (max. 60) _____	
	# of tables needed (max. 6) _____	
\$ _____	Full Kitchen Use (stoves/outlets)	\$35.00 per meal
\$ _____	Partial Kitchen Use (outlets/serve meal)	\$15.00 per meal
\$ _____	Opening & Closing Building	\$15.00
\$ _____	Ball Field (field closest to building)	Donation
\$ _____	Donation	Use of Facility for more than 100 people
\$ _____	Clean-Up Charge	\$15.00 or more if not properly cleaned

\$ _____ Total Amount Due:

* Please have payment to school office within ten days after use of facilities. Thank you.

School Regulations:

The school board of Shalom Mennonite School is requesting that persons using the facilities comply with the following guidelines:

1. Be properly clothed. Undue bodily exposure such as wearing shorts, etc. is not acceptable!
2. Refrain from parking on the grass.
3. Exercise respect in the use of the facilities and grounds.
4. **Do not use the classrooms on either floor.**
5. Collect trash and place in the dumpster (beside the THMH Gym) before leaving.
6. **Ball Field Only:** Level sand with rake around bases and at pitcher's mound after each use. Rake can be found in the downstairs storage closet (by the restrooms).
7. Be responsible for restoring any property damage resulting from your use of the facility.

I will assume responsibility to assure that the above guidelines are followed during our use of the facility.

Signed: _____ Date: ___/___/___

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 For Office Use Only:

Person responsible to open and close building: _____ Phone #: (____) _____

SMS Authorizing Signature: _____ Date: ___/___/___