

Three Rivers Waldorf School

901 Caledonia Street, LaCrosse, Wisconsin

Rental Agreement and Application

Date Requested _____ Time _____

Name of Organization _____

Contact Person _____

Address _____ Phone _____

State _____ Zip code _____

E-mail _____ Affiliated with TRS? _____

Space Requested _____ Gym _____ Cafeteria _____

Assembly Hall _____ Meeting Room rm 103 _____

Type of Event _____

people attending _____

Start time _____ End Time _____

Any additional equipment needed? _____

Events at Three Rivers Waldorf School must be in keeping with the mission and values of TRS. Events may not interfere with the regular school program. School programs will always have priority for use of space. Programs sponsored by TRS, for TRS students and parents will have priority over outside groups. If a TRS event conflicts with an on going rental, TRS reserves the right to cancel or reschedule the community event. TRS reserves the right to refuse rental to any individual or organization without showing cause.

A rental fee will be charged for use of the building by organizations not directly related to TRS. TRS parent groups using the building for activities not directly related to TRS and using an outside instructor who is paid will be charged a fee. For one time rentals payment is required within 5 days of application acceptance, or in advance of the event, whichever is sooner. All room rental payments are nonrefundable and may be changed without notice.

Related Policies and Procedures: Buildings Rental Policy (Facilities-2), Building Rentals Procedure (Facilities-b)

Long term rentals are required to provide a security deposit equal to two (2) months rent at the time of application acceptance. Monthly rent is due on the 1st of the month and is considered late after the 5th day of the month. A late fee of \$25 per month may be assessed for late payment of rental fees. Should the fees be more than 30 days late TRS reserves the right to cancel the agreement with 5 days notice. Should the rent payment or deposit check be returned by the bank for insufficient funds TRS reserves the right to assess a charge of \$35 for each check returned. The renter has 15 days to pay the amount of the check plus the \$35 fee or TRS has the right to legal action to collect the money.

The renter shall have the right to enter and exit through the halls and corridors of the TRS building, but acquires no other right to any other part of the building, other than specified areas. Accessing unauthorized areas can result in termination of this agreement.

Long term renters agree to use the premises only on the days specified for the time specified. Any changes or additions must be requested in writing at least 10 days in advance and renter will be billed for any additional charges. TRS has the right to charge for any additional times or days.

Any group or organization not directly affiliated with TRS, must provide evidence of insurance to the extent of \$100,000/\$300,000 bodily injury liability and \$25,000 property damage, naming Three Rivers Waldorf School as additional insured. TRS reserves the right to waive this requirement.

Items may not be attached to the walls, ceiling tiles, ceiling tile holders, or windows unless approved by TRS.

Damage to the facility or failure to leave the facility in acceptable condition will result in charges to cover any expenses incurred including, but not limited to, cleaning fees, key replacement, repair of damages and administrative fees. All amounts due will be itemized and will be due upon receipt.

The school staff, supplies and equipment are not available as a resource by the renter. Tables and chairs are available for rent. The charge depends upon the quantity.

Related Policies and Procedures: Buildings Rental Policy (Facilities-2), Building Rentals Procedure (Facilities-b)

Children must be supervised at all times and may not enter classrooms or other space not being used or otherwise authorized for the activity. Children using the building must be supervised by an adequate number of adults to assure proper care and use of school property. If supervision is neither responsible nor adequate in the judgement of TRS, the rental agreement will be terminated.

If a parent sponsored event for parents takes place during aftercare hours, TRS children may come to aftercare on a space available basis. Children must be scheduled in aftercare in advance.

Outside organizations may receive a front door key, a room key and an alarm code. If either key is lost, the renter is responsible for the cost of rekeying all locks affected by that key. Failure to properly operate the alarm system or to secure the building appropriately that causes an alarm event will incur a \$50 fee; and the individual responsible for the event must pay this fee within 72 hours. Repeated events can result in termination of the rental agreement.

The application for rental must be turned in to the Administrative Coordinator. If any questions arise about the suitability of the group requesting space it will go to the Facilities Committee for approval.

I have read and understand the terms of the rental agreement and application and agree to comply with these terms. I sign it voluntarily and with full knowledge of its' significance.

Date of Request _____ Signature _____

Approval _____ Date _____

Charge for space _____ Fee Paid _____

Charge for additional equipment? _____