



## Facility Rental Contract

This is a written agreement between Peoria Academy and \_\_\_\_\_  
for the rental of the school facility.

Please indicate which rooms are requested:

\_\_\_\_\_ Gymnasium

\_\_\_\_\_ Commons

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Classroom(s)-indicate how many rooms and the specific classrooms to be used:

\_\_\_\_\_

\_\_\_\_\_ Other area(s)

Times requested: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Responsibilities of Peoria Academy:

- Provide the building in a clean and useable condition
- Provide for snow plowing of parking lot
- Provide keys and training on the use of the alarm system
- Provide for the heating/air conditioning of space
- \_\_\_\_\_
- \_\_\_\_\_

Responsibilities of Rental Party:

- Payment of rental fees will be billed monthly and paid by the end of the month. Checks are to be made payable to Peoria Academy.
- Adult supervision of children is mandatory
- Leave the facility in the condition it was provided
- Unlock and lock the facility and turn off and on the alarm system, as needed.
- Use must be restricted to the areas agreed upon.
- The use of the school's name in any advertising must accompany the phrase that the rental entity is not affiliated with Peoria Academy. Use of the address 2711 W. Willow Knolls is acceptable, without the use of Peoria Academy's name.
- All renters must have liability coverage to cover their activities.

- Peoria Academy furniture and equipment used for rentals must be requested in advance. Furniture rearranged for an event should be returned to its original location.
  - The school key may not be copied.
  - No alcoholic beverages are permitted on site.
  - Avoid red/orange drinks that stain the carpet. No food or drink is allowed in the gym beyond the carpeted area. Gum is not allowed in the gym.
  - The fire department requires us to keep entrances clear for easy exit in the case of fire. Do not obstruct exits during events.
  - If using the kitchen, turn off stove and warming trays in the serving lines.
  - Renters must be familiar with the alarm code. In case of a false alarm, please stand by the phone in the office to receive a call from our alarm system monitors. The alarm company will ask for the passcode, which is the code to get into the building. If the renter does not answer the phone or give the proper code, the police will be dispatched. The school is charged a fee for a false alarm. This cost will be passed along to the renter to pay this fee.
  - Please leave the school in the same condition as you found it. If there are any problems with the facility, please advise Cheryl Murzyn, Head of School, at 309-692-7570.
  - We do not have staff available to address calls or questions about your group's activities. Please provide your participants or prospective participants with a phone number for your organization so that questions about enrollment, cancellation due to weather, etc., are directed to your organization.
  - If any damage occurs while your group is renting our facility, we will request payment from your organization.

Billing Information (if non-employee)

Name: \_\_\_\_\_

Contact: (phone) \_\_\_\_\_ (email) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

The rental party shall defend, indemnify and hold harmless Peoria Academy and each of its respective past, present and future directors, officers, employees and agents, and their heirs, personal representatives, successors and assigns, from and against any and all costs, claims, actions, damages, liabilities, suits, loss, judgments, injury or expenses to the extent arising out of any breach by the rental party of its obligations hereunder or any negligence by the rental party, including, without limitation, reasonable attorney fees, except to the extent arising out of any act, omission, or negligence of Peoria Academy.

This agreement will be considered binding only after all parties sign below.

Agent for Rental Party: \_\_\_\_\_ Date: \_\_\_\_\_

Agent for Peoria Academy: \_\_\_\_\_ Date: \_\_\_\_\_