St. Paul Lutheran School

Gymnasium and Multi-Purpose Room Rental Agreement

The user of the St. Paul Lutheran School facility agrees to the following guidelines.

1. Children are never to be left attended.

2. A Supervisor of the group must be 21 years or older (out of college) and present at all times.

3. Any damage to the equipment or property is the responsibility of the group renting the facility. The group will be responsible for the cost of replacement and/or repair.

4. Soft non-marking gym shoes must be worn, for sports practices and games.

5. St. Paul Lutheran School and Church groups will have priority use of the facility.

6. Security rules must be obeyed. Only doors designated for use during the event can be used. Access to the office and classrooms is absolutely prohibited. The basement is only to be used during a tornado warning, and otherwise prohibited.

7. The use of alcoholic beverages and illegal drugs is strictly prohibited.

8. After use, it is expected that renters will clean the facility and turn off the lights.

9. The facility is closed after 11 pm.

10. Individuals or groups will need to provide their own equipment to be used in the gymnasium and/or multipurpose room.

11. Keycards are non-transferrable. Do not give to anyone else to use. Keycards must be returned promptly when the rental agreement is over.

12. St. Paul Lutheran School is not liable for any accidents or injuries.

Please contact the school office at 402-372-2355 if you have any questions.

_____ _____ _____

Applicant Name (Please Print) Applicant Address Applicant Phone

_____ _____ _____ _____

Signature of Applicant Date Signature of Administrator Date

Date(s) of Rental: _____ Fee/Rate: _____

Time Doors will be Opened: _____ Time Doors will be Locked: _____

*****There MUST be Adult Supervision at ALL TIMES the doors are unlocked!*****

*If guidelines are not followed the above will receive a warning and if the occurrence continues the key will be inactivated and no gym rentals will be available going forward.

For Office Use Only: Security tag # _____ Grey/White (Please circle correct tag color.)

Paid by check # _____ /Cash on _____ Security Tag Returned on _____ Staff Initials _____