

Manheim Christian Day School

686 Lebanon Road - Manheim, Pa 17545 - (717) 665-4300

CONFIRMATION OF GYM RENTAL

All reservations must be made through the MCDS office

during office hours. (8:00am-3:30pm)

It is our pleasure to make this facility available to you and/or your organization for planned activities. We hope the accommodations are adequate, and that you will consider MCDS in your future plans.

Attached is a list of guidelines for renting this facility. Please read them carefully and review them with the members of your party. Our expectation is that there will be conformity to these regulations, care and respect shown to the building and equipment. Thank you for your cooperation and please enjoy your use of our facility.

Confirmation Date: _____

Please fill in the following information and return one RENTAL RATE form

to the office TWO WEEKS PRIOR to your rental date.

Please read and check the following:

_____ I have read the guidelines and rental rates for the use of MCDS gymnasium facilities and will abide by these regulations.

_____ I also understand that MCDS will be not held responsible in case of accident occurring on the premises.

Description of event: _____

Number of people expected (max. 250): _____ Arrival Time: _____ Departure Time: _____

*Please give estimate if you do not know the exact number of people or departure time.

Name of Organization (if applicable): _____

Signature of Responsible Person: _____

Phone: _____ Email: _____ Date: _____

Rental Rates

Rates are subject to change.

Payment must be made TWO WEEKS PRIOR to the rental date.

All Rentals

<u>Current Patrons</u>	\$40/hr	<u>Day Rate</u>	\$300
<u>Non-Patrons</u>	\$50/hr	<u>Day Rate</u>	\$350

**Please fill in the lines below of the anticipated costs for the gym rental and any other additional costs. Take into consideration the number of persons you anticipate attending your function and the number of hours the group will be here.

**The rental fee is due in the office two weeks prior to the rental. The main gym door will issued a code that can be used during the specified rental times on the contract. If more time was needed for the event, the renter is expected to pay the difference of the time not estimated into the rental contract.

Total Hours	
<u>x Rate/hr</u>	
Total Due	

Note: If you have any questions, please contact: Jen Baughman @ (717) 304-8251. If you need immediate assistance, you may contact our Facilities Manager, Lee Musser @ (610) 763-0016.

All reservations must be made through the office, Monday-Friday, 8am-3:30pm.

Please keep one copy of this form for your information. Return one copy signed & dated to MCDS of the CONFIRMATION of GYM RENTAL form TWO WEEKS PRIOR to rental date.

I have reviewed the above rental rates and understand how it applies to the payment for my reservation and use of the facilities. I also agree with the conditions of the attached GUIDELINES FOR THE USE OF THE GYMNASIUM.

Signature of Responsible Person: _____

Address: _____ Email: _____

Phone: _____ Date: _____

GUIDELINES FOR USE OF THE GYMNASIUM

Manheim Christian Day School

1. It is the responsibility of the renter to pay for the rental two weeks prior to the date of use. The main gym door will be issues a code that can be used during the specified rental times on the contract only.
2. No person(s) is permitted beyond the gym and restroom facilities. This pertains to patrons as well as non-patron renters.
3. Any damage to the building or the contents MUST be reported to the Facility Manager immediately. Repairs will be at the renter's expense.
4. **The volleyball posts and nets and basketball nets are the only sports equipment that are available to the renter. Renter must supply all balls needed for their activities. It is the renter's responsibility to set up and tear down of the volleyball nets.**
5. The tables and chairs are located in the vestibule. You are welcome to use them. Please return them where you found them.
6. The heat may be adjusted for your comfort. During the cooler months, the thermostat will be set at 58*-60* when you arrive. It is advisable to arrive 20-30 minutes before your event to adjust the thermostat to 66*-68*. (The actual temperature registers 3*- 4*degrees higher than set.) Before leaving, please reset thermostat to 58*-60*.
7. Each group must have at least one adult (21yearsor older) who will be the responsible person for the group.
8. Smoking, alcoholic beverages, and illegal drugs are not permitted on school property. No form of gambling (i.e. bingo or games of chance) will be permitted on the grounds. No roller blades inside the building.
9. All areas are to be swept, spills cleaned, and trash emptied into the correct dumpster by the renter. Please make sure the bathrooms are in an appropriate condition. Turn off lights and make sure doors are locked when leaving.
10. All paper supplies, including tablecloths must be supplied by the renter.
11. Any music brought into the gym (recorded or live) must be respectful in nature and performance.
12. The gym may be reserved for the following year when facility was left in the appropriate condition and the rental is paid in full.
13. **MCDS will not be held responsible in the case of an accident occurring on the premises.**

If you have any questions, please call/text **Jen Baughman @ (717)304-8251**.

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