

St. Paul Lutheran School**Gymnasium and Multi-Purpose Room Rental Agreement**

The following contact information will be used to mail the invoice to for payment. Please make arrangements with the school office as to date and times, when you will need access to the facility.

Today's Date: _____

Rooms Requesting (Gym, Multi-Purpose Room, or both): _____

Type of Activity (3rd Grade Volleyball Practice, Confirmation Party, etc.): _____

Contact Person (Person Responsible): _____

Name of Organization (if applicable): _____

E-Mail Address: _____

Billing Address: _____ City, State: _____

Cell Phone: _____ **Home Phone:** _____

Date of Use: _____ Time: _____

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 group must be 18 years or older 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 Kara Baumert if you have any questions. 402.212.3161

Signature of Applicant

Fee/Rate: _____

Signature of Administrator at

St. Paul Lutheran School