

Worthington Christian School (WCS)
1770 Eleanor Street
Worthington, MN 56187
507-376-4861
Fax: 507-376-4185

FACILITY USAGE AGREEMENT - FOR WCS SOCIETY ONLY

Agency/Organization: _____

Date(s) Requested: _____

Contact Person: _____

Time Requested: _____ to _____

Address: _____

Intended Use: _____

Phone: _____

Estimated Number of Participants and/or Spectators: _____

Email Address: _____

Facilities Needed: Gym _____ Kitchen _____ Other: _____

Equipment Needed (NOTE: It is the responsibility of the Applicant to set up, tear down & put away):

_____ Tables (number)

_____ Chairs (number)

Other: _____

FEES – Paid as 3 separate checks, 2 of which are refundable:

Weddings/Large Functions (>75 people): \$400 Rental Fee + \$75 Refundable Janitor/Key Fee + \$500 Refundable Damage Deposit

Small Gatherings (≤ 75 people): \$75 Rental Fee + \$75 Refundable Janitor/Key Fee + \$75 Refundable Damage Deposit

TOTAL FEES DUE: \$_____

If any fees are to be waived, School Board or Administrative approval must be provided below:

Rental Fee	(date) _____	Check # _____	Amount _____
Damage Deposit (<i>refundable</i>)	(date) _____	Check # _____	Amount _____
Janitor Fee (<i>refundable</i>)	(date) _____	Check # _____	Amount _____

I (we) have read the Facility Guidelines of Worthington Christian School (*see reverse*) and will abide by all policies. Payments shall be made to WCS and submitted to the school office prior to the event. The Applicant and/or Agency shall be responsible for any loss or damage occurring to WCS property during use of the facility. The undersigned releases and discharges the Worthington Christian School, including ALL employees and students, from ALL liability from any injury to persons or damage to property that may be incurred during use of the facility.

Signature of Contact Person

Date

Board Representative Signature

Approval Date

Guidelines for Worthington Christian School Facilities

1. If requesting to rent the facilities, contact the school administrator to schedule the date. Please make contact with the school well in advance for open dates and to allow time for School Board approval prior to the event. Events scheduled must not interfere with school affairs.
2. If the activity is on a Sunday evening or other school night, the facilities must be ready for student use the next morning.
3. Thermostats are to be adjusted only by approved personnel. Please make arrangements when scheduling your event.
4. No equipment may be taken from the building for personal use.
5. Phones are for emergency use ONLY.
6. Please make sure all lights are off when you leave the building.
7. There must be one person designated as the responsible individual in charge of the event.
8. Each group is responsible for preservation of order during the use of the facility and/or breakage or damage to equipment or the building.
9. Absolutely no smoking or use of alcohol or drugs is permitted on school property.
10. Absolutely no rice inside the facilities.
11. All functions must be over and the building empty by 12:00 a.m.
12. You are responsible for your key(s). The damage deposit will be refunded upon the return of the key. **NO KEYS MAY BE DUPLICATED. SECURITY IS A NECESSARY PART OF THE FUNCTION OF THE SCHOOL BOARD.**
13. You are responsible for locking all the doors when your event is finished.
14. Application approval is subject to emergency conditions and restrictions that may occur due to events beyond the school's control.
15. The school reserves the right to refuse any request and/or revoke any approval application at any time.
16. If the need to cancel arises, please notify the school as soon as possible.

** The Janitorial fee is refundable only upon inspection and approval by school administration. All facilities and equipment used must returned in [at least] as-found condition, clean, and tidy for this fee to be refunded.*