

D'Arbonne Woods Charter School

· 9560 Hwy 33 · Farmerville · Louisiana · 71241

· Phone (318) 368-8051 · Fax (318) 368-8053

Facility Rental Agreement

Instructions for Application

- Complete one Facility Rental Agreement form per event.
- Return the completed form with deposit to the High School Office, Attn: Operations Manager for approval by the Executive Director of D'Arbonne Woods Charter School ("DWCS").
- Attach the proper insurance certificates to the completed form showing DWCS as an additional insured.
- No events can be held during school holidays or before 5:00 PM on teacher workdays. Summer events are acceptable.
- Attach proof to the form that security will be provided by the Union Parish Sheriff's Department (Cade Nolan). Verification of security will be verified by DWCS. At least two security officers are required for events of 75-200 participants and invitees. Three security officers are required for events of 200 or more.
- Note: If food and drink will be a part of this event, it either must be catered or supplied by event planners. DWCS kitchen is not available for rent. Concession at Softball/Baseball Complex is available for rent.
- If food, drink, or other items will be sold at this event or if attendees will be charged a fee, the proper documentation must be obtained and a copy attached to this form.
- Completion of the form does not guarantee DWCS will allow use of facility. DWCS reserves the right to deny request for use of the facility. No rental agreement is effective until the form is approved and signed by DWCS Executive Director.

Part 1 – Event Information

Name of Organization Renting Facility: _____

Contact: _____ Phone: _____

Address: _____

Email: _____

Part of the DWCS Facility Needed and Purpose for Renting the Facility:

Beginning Time of Event (include time for set up): _____

Ending Time of Event (include time for clean-up): _____

Approximate Number of People Attending Event: _____

Number of Union Parish Sheriff's Department Security Officers: _____

Part 2 – Special Needs

Place a (√) next to each item and the number you will need (if applicable).

Trash cans: _____

Baseball/Softball Concession: _____

Lining Baseball/Softball Field: _____

Football Press Box: _____

Audio/Visual/Electronic Equipment: _____

Part 3 – Cost, Indemnifications, and Liabilities

The cost to rent the following DWCS facilities:

- Gym – cost per event per day is \$750, with a \$250 deposit due when the application is submitted. If the facility is needed more than one day for the event, then \$500 per day.
- Baseball/Softball Complex – cost per event per day is \$300 per field, \$500 for both. \$250 deposit due when the application is submitted. Concession is \$100 extra per day and lining of the field is \$50 extra per day. If field(s) are needed for more than one day then cost will be \$175 per field, per day, \$350 for both per day.
- Football Stadium – cost per event per day is \$2,000, with a \$500 deposit due when the application is submitted. Press Box is \$500 extra per day. If the field is needed for more than one day then the cost will be \$1,500 per day.
- Audio/Visual/Electronic – cost per event is \$1,000 per event. Additionally, a DWCS employee will be required to set-up and operate the equipment at the event at a cost of \$25 per hour.

The organization (renter) shall indemnify, defend, and hold harmless DWCS, its board members, employees, and/or agents from any and all losses, costs, expenses, claims, liabilities, actions, and/or damages, including liability for injuries to any person or persons or damage to property arising at the time of the event during and/or arising out of or in any way connected with the use or occupancy of DWCS facilities, premises, and/or adjoining property, unless solely caused by gross negligence or willful misconduct of DWCS, its board members, employees, or agents.

Renter shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of DWCS premises, facilities and/or adjoining property in the amount of \$1,000,000 (one million dollars) per occurrence. Such insurance shall name D'Arbonne Woods Charter School as an additional insured prior to the rental date of the event. Renter shall file certificates of such insurance with D'Arbonne Woods Charter School by attaching to this form. If a copy of the insurance certificate is not on file prior to the event, DWCS will deny access to the facility.

Do you have liability insurance?

_____ YES (please attach a copy of your certificate of insurance for \$1,000,000 naming D'Arbonne Woods Charter School as additional insured.)

_____ NO -

Part 4 – D'Arbonne Charter School Facility Regulations

A. Set up and clean-up

- Renter, caterers, bands, transportation of rental equipment, and related individuals and activities will not be permitted access to the facility prior to or after the event time period. Renter shall be responsible for arranging access during the time requested for entry and exit of the facility.
- Renter shall not prepare or decorate the facility prior to the event start time, unless renter provides rental fees, deposits, and insurance for the time of the preparation and/or decoration.
- Renter shall not drive or permit to be driven nails, hooks, tacks, screws, poles, stakes, or other forms of fasteners into any part of the facility and shall not make or allow to be made any alterations of any kind therein.
- Renter shall be responsible for all clean-up of the facility, including adjacent grounds, at the end of the rental. Renter shall pick up, bag, and remove all trash generated by all activity in any way connected with its use of the facility, leaving it clean and free of all trash and litter. Renter shall also leave all fixtures, if any, in good working condition.
- Renter shall be responsible for any and all damage to the facility and/or its contents during use. In the event damage occurs or excessive cleaning is necessary, Renter shall be charged for any and all janitorial and/or repair fees incurred by DWCS.

B. Miscellaneous

- Renter shall comply with all local, state, and federal laws and regulations related to the use of the gym.
- Renter shall not admit a larger number of individuals than can lawfully, safely, and freely move about the gym.
- Gambling of any kind is not permitted on DWCS property.
- Smoking is not permitted on DWCS property.

- Alcohol and drug use is not permitted on DWCS property. -
- No animals are permitted on DWCS property, with the exception of service animals.
- If Renter violates any part of this agreement or reports false information to D'Arbonne Woods Charter School, the school may refuse further use of the gym and renter shall be required to forfeit a portion of or the entire rental fee.

Part 5 – Signature of Renter

I am an authorized agent of the organization submitting this agreement. The information provided in this agreement is true and correct. I have read and understand this agreement and agree to all of the aforementioned rules, regulations, and conditions of use.

I understand that D'Arbonne Woods Charter School may impose additional requirements as deemed necessary to protect the health, safety, and /or welfare of the community and school.

I understand that a D'Arbonne Woods Charter School designee will be on site during the event and that his or her directions as to the appropriate use of the facilities and/or conduct at the event are to be followed at all times.

Signature _____

Print name _____

Organization _____

Address _____

Telephone: Home _____ Work _____

DWCS USE ONLY

Rental fee(s) _____ Deposit _____ Total paid _____

Approved _____

Disapproved _____

Date _____

Date By _____

Deposit returned: Yes _____ No _____

returned/Check No. _____

Reason not returned: _____