

BRADSHAW CHRISTIAN SCHOOL

8324 Bradshaw Road
Sacramento, CA 95829

Dear _____ :

Thank you for your interest in Bradshaw Christian School. We respect your planning process and offer the following items for your consideration:

- **Bradshaw Christian School Guidelines for Facility Rental**
- **Bradshaw Christian School Application for Use of Facilities**
- **Bradshaw Christian School Facility Rates and Fees**
- **Bradshaw Christian School Rental Agreement**

The following outline will assist in assuring a smooth and efficient process for all concerned.

- Read the **Guidelines for Facility Rental** before filling out the application.
- Complete the **Application for Use of Facilities**. Please be as specific as possible when completing each item.
- Mail your application to Bradshaw Christian School, attention Xxxxxx Xxxxxx. Submit a \$200 security deposit (refundable in its entirety, upon completion of the agreement, unless clean up or repairs are necessary) and a one-time application processing fee of \$25, made out to Bradshaw Christian School, along with your application.
- Request that your insurance company issue a *Certificate of Insurance*, with Bradshaw Christian School named as co-insured, which should stipulate liability coverage for \$1,000,000. Please Fax or mail the certificate to Bradshaw Christian School, attention Randall Williams.

Upon acceptance of your application, related fees and the Certificate of Insurance, a prepared **Rental Agreement** will be provided for your review and signature. At that time, any special arrangements can be discussed and your rental will be calendared.

Should you have any questions or require additional information, do not hesitate to contact me at your earliest convenience.

In His Service,

January 23, 2004

BRADSHAW CHRISTIAN SCHOOL

Guidelines for Facility Rental

1. Reservations are needed at least 2 weeks in advance. Reservations are needed in writing, using the *Application for Use of Facilities* provided by Bradshaw Christian School. We are unable to accommodate phone reservations.
2. Bradshaw Christian School facilities are primarily for the use of the student body and its activities. At times, the school facilities can be made available for rental to groups in the community. However, we stress that changes in school schedules or requirements may cause arrangements for the use of the facility to be rescheduled or cancelled.
3. Refund will be provided for cancellations received 30 days, or more, in advance of a scheduled event, minus the one-time administrative fee. For cancellations of less than 30 days but more than 7 days, a 50% refund will be made.
4. Reservations cannot be re-assigned or sub-let to any individual or group.
5. Consumption of alcoholic beverages, smoking, gambling, profanity, or unruly behavior is prohibited at Bradshaw Christian School, at all times.
6. Bradshaw Christian School must approve decorations in advance, with the understanding that, in most cases, they will be removed immediately after an event.
7. A \$200 security deposit is required to rent the facility. The security deposit may be reduced, accordingly, to cover expenses due to clean up or damage associated with use of the facility. Security deposit, in its entirety or reduced amount will be reimbursed immediately upon completion of the rental agreement. Recurring groups may make a one-time security deposit; however, if Bradshaw Christian School must use the deposit to repair or clean the facility, a replacement deposit is required for the next period. The individual or group granted use is responsible for reimbursing Bradshaw Christian School for any and all damage to the property caused by such use.
8. You must be 21 years of age or older to rent Bradshaw Christian School facilities.
9. The group or individual is responsible for completing within the time specification on the application, the putting up and taking down of all tables, chairs, decorations, and any other preparations and clean up associated with the activity.
10. Use after the hours specified on the application will be billed at 150% of the normal rate.
11. Standing reservation for regularly scheduled events may be confirmed for up to one year. A new application must be filed each year.
12. Food may be served in the kitchen or lobby areas but must be kept out of the gym, unless protected by tarps.
13. A Certificate of Insurance, naming Bradshaw Christian School as co-insured for the rental date(s), must be on file with the school. Liability insurance must be in the amount of \$1,000,000.
14. Loitering is not permitted on the Bradshaw Christian School campus. The renting groups or individuals are to ensure that participants and/or spectators are not loitering in other areas of the campus before, during or after the event. All traffic laws are in effect on Bradshaw Christian School access points and parking lots.
15. Payment of rent is due one week prior to an event.

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Rental Agreement

Name of organization:

You have been approved to use the _____ at Bradshaw Christian School on _____. Please sign and return this agreement in order to reserve the above-mentioned facility at the indicated time.

This agreement incorporates the statements made in an Application for Use of Facilities.

I have read and agree to the Guidelines for Facility Rental pertaining to the rental of Bradshaw Christian School's facilities. I understand that the Guidelines for Facility Rental may be changed without notice and that the use of the facility is subject to whatever stipulations may be in effect on the day(s) of use of the facility. I further understand that my organization will be held financially responsible for any damage to facilities or equipment that occurs through our group's use of the facility.

I understand and on behalf of my organization agree to accept the risk of bodily injury and/or property damage which we may cause, incur or cause a third-party to incur as a result of the use of Bradshaw Christian School's property. We shall indemnify, defend and hold harmless Bradshaw Christian School, its Board, its employees, and its agents from and against any and all claims, losses, suits or judgments arising from, or in connection with our use of Bradshaw Christian School's property.

Any claim or dispute involving Bradshaw Christian School arising from or related to our use of the school's property shall be settled by mediation and, if necessary, legally binding arbitration, in accordance with the Rules and Procedure for Christian Conciliation of the Institute for Christian Conciliation. Judgment upon any arbitration decision may be entered in any court otherwise having jurisdiction. Each party will bear their own costs and expenses of the arbitration and an equal share of the arbitrator's fees. Any arbitration shall be subject to the same statutes of limitations as would apply in the absence of an arbitration provision. **WE IRREVOCABLY WAIVE OUR RIGHT TO A COURT OR JURY TRIAL**

This contract may be terminated by either party by personal delivery to the Chief Financial Officer, Superintendent or Renter.

Authorized signature: _____ Date: _____

Name of person signing:

Title:

BCS authorized signature: _____ Date: _____

For internal use only

Payment received	_____	Event calendared	_____
Deposit received	_____	Group classification	_____
Insurance received	_____	Application fee	_____