

Events @ The Schoolhouse

Facility Rental Agreement

The Great Room + Classroom Daily Rental Rate:

- Available Friday, Saturday, and/or Sunday
- Approximately 100 people capacity
- Hourly Rate:
 - \$100 per hour
 - \$250 cleaning fee per hour of cleaning needed (1 hour minimum)
- Half Day Rate:
 - 6 hours (8:00 am - 2:00 pm or 4:00 pm - 10:00 pm)
 - \$650 per half day
 - Cleaning fee included
- Daily Rate:
 - 14 hours (8:00 am - 10:00 pm)
 - \$1,000 per day
 - Cleaning fee included

The Great Room + Classroom Weekend Package Rate:

- Available Friday 8:00 am – Sunday 10:00 pm
- \$3,000 per weekend
- Cleaning fee included

Classroom + Kitchen Rental Rate:

- Available Friday, Saturday, or Sunday
 - Between 8:00 am – 10:00 pm
- \$50 per hour
- \$150 cleaning fee per hour of cleaning needed (1 hour minimum)
- Approximately 20 people capacity

Facility Rental Policies:

Payment Policy: Reservation is confirmed when rental agreement and payment are received. **Full payment is due at the time of booking.** Rental contract must be received within ten business days of reservation. If payment and rental agreement are not received, reservations will be canceled.

Rental Time: All set up and clean up must be done during your rental period. Rental parties may not arrive early or remain after rental time. If additional time is needed for an event, the renter may add extra hours to the rental agreement at the rate of \$100 per extra hour for the whole facility or \$50 per hour for the classroom.

Cancellation Policy: Facility rental refunds minus 50% will be issued for reservations canceled a minimum of 30 days prior to the date of reservation. Cancellations within 30 days of the reserved date will result in forfeiture of the full rental payment.

Equipment:

- Rental Area includes use of 32 rectangle tables and 76 chairs. Linens are not included.

Kitchen Access: Rentals include the use of appliances in the kitchen. Renter cannot hold The Little White Schoolhouse responsible in case of injury or accident as a result of improper use of appliances. Renter must supply their own kitchen supplies such as plates, pots, pans, utensils, etc.

Decorations: Decorations must not be affixed to any surface, including walls, windows, columns, floors, furniture or fixtures. Nails are not permitted. Only mounting clay, poster tack, or tape may be used on surfaces. Lighted candles and debris-leaving material are not permitted, including glitter, confetti, bird seed, rice, silly string and similar items.

Signs: Signs and banners may be posted at the rental facility only on the day of the event and must be removed at the end of the rental period.

Temperature Control: Temperature controls to the building should not be changed to lower than the preset temperature. Any change to the temperatures or damage to the systems will result in the renter being responsible for the damages or extra costs.

Closed Off Portions of the Building: Renters must refrain from entering any of the other rooms or closets of the schoolhouse that are not included from the use of the restrooms, kitchen, the Great Room, and the classroom. All staff offices, materials closets, maintenance closes, and utilities room are strictly prohibited from any renters or their guests.

The Little White Schoolhouse Materials: Renter understands that materials for The Little White Schoolhouse are not to be utilized for rental events. All supplies, toys, and learning materials are strictly to be utilized for The Little White Schoolhouse. The renter will be held responsible for replacing any materials that were used or damaged.

End of Rental Procedures:

- **Room Layout:** Furniture may be arranged to suit the needs of the renter but must be arranged in the original layout at the end of the rental period.
- **Clean up:** It is the responsibility of the renter to remove decorations and personal items from the property and clean and restore the facility to the condition existing prior to the renter's use. All items left at the facility by the renters after the rental period will be disposed of. The renter must clean up all messes or spills, wipe down tables and/or counter surfaces. Trash must be emptied and trash bags should be tied and placed near the door.
 - A cleaning fee of \$250 per hour needed will be charged, with a one hour minimum, for every rental that includes the Great Room, kitchen, and bathrooms. A \$150 cleaning fee will be charged for the large classroom, kitchen, and bathrooms per hour needed with a one hour minimum. If additional cleaning expenses are incurred by The Little White Schoolhouse or if tables and chairs are not returned to their original set up, additional cleaning fees will be charged at the rate of \$250 per each additional hour.

Alcohol, Smoking, and Drugs Policy: The Little White Schoolhouse is an educational center and therefore has a no tolerance policy for alcohol, smoking, or drugs on the



property. If any of these substances are found on the property, the rental contract is void, renters will be escorted off the property, and no refund will be issued.

Damages: Renter assumes all responsibility for any/all damages to the property, building, and/or equipment while the venue is occupied by the renter and/or guests. Should excessive facility maintenance or damages cause a delay or cancellation to a subsequent renter, renter will be held accountable for any refund fees to the inconvenienced renter. Fees for damages will be billed separately for all labor and materials needed.

The undersigned acknowledges that in accordance with the indemnification provision set out above, that alcohol, smoking, and drugs of any kind are prohibited on the property. The undersigned is responsible and liable for any damages that result from someone under the age of twenty-one (21) consuming alcohol; such damages to include, but not limited to, property damage, personal injury, death, or disfigurement to themselves, as well as property damage, personal injury, death, disfigurement, or loss of consortium to third parties. The undersigned agrees to assume full responsibility for any risk resulting from participation in any activity and further agrees to indemnify, protect, and hold The Little White Schoolhouse harmless from and against any and all actions or causes of action, claims, demands, liabilities, loss, damage, injury, suit, proceeding, judgment, cost, or expense of whatever kind or nature, including but not limited to reasonable attorneys' fees, arising from or as a result of any incident, act, action, cause of action, negligence, transaction or omission in connection with, or incidental to the use or consumption of alcohol by me or anyone attending my function.

The Little White Schoolhouse reserves the right to decline acceptance of this rental application based on the nature of the event and to make inspections at any time. My signature below indicates I have read and understand the stated rental policy and agree to adhere to these policies.

Renter's Signature: _____ Date: _____



THE LITTLE WHITE
schoolhouse