

**Sussex Academy
Rental Agreement/Proposal**

21150 Airport Road
Georgetown, DE 19947
Phone: 302.856.3636
Fax: 302.856.3376



Group **Mako Swim Team** Authorization _____

Phone:
Email:

Event	Group Leader	Date of Acceptance	Overall Total Rental Fees		
DSA Swim Meet	DSA Board Strohm Edwards	Needed by June 1, 2023	Updated TBD		
Date	Room/Facility	Unit Price	Hrs/Day	Total Price	
Friday, July 29, 2023 3-8pm	Aquatic Center/Locker rooms/Lobby bathrooms and Wi-Fi	\$200 Hr	5 hr	\$1000 n/c	
Sat., July 29, 2023 6:00am-8:00pm	Aquatic Center/Locker rooms/Lobby bathrooms and Wi-Fi	\$200 Per hour	14hr	\$2800	
6:00am-7:00pm	Gymnasium/Locker Rooms *all swimmers on deck for last session	\$200 Per hour	13hr	TBD if weather requires	
6:00am-8:00pm	The Nest for spectator restrooms	\$50 Per hour	14 hr	\$700	
			33 HOURS	\$3500	
TOTAL FACILITY	School Rental Sub total from above		TBD HOURS	\$3500	
TOTAL CUSTODIAN	Custodial Sub total from Pg 2		50 HOURS	\$1440	
TOTAL SAAC STAFF	Support Staff Sub total from Pg 3		74 HOURS	\$2420	
TOTAL BEFORE DISCOUNT				\$7360	
GRAND TOTAL DUE TO SAAC W/OUT S.D.	TOTAL to be paid to; Sussex Academy Aquatic Center (SAAC) WITHOUT SECURITY DEPOSIT				
SECURITY DEPOSIT	Security Deposit to be paid in advance (Refundable)			\$0	

Signature of Rental group: _____ Date: _____

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Group Replaces Date Time
Mako Swim Team

Phone: 1-631-294-0436
Email: elsewhere696@gmail.com

Event	Group Leader	Date of Acceptance	Sub Total Custodial Fees Pg 2	
DSA Swim Meet	DSA Board Strohm Edwards		\$1440	
Date	Room/Facility	Unit Price	Hrs/Day	Total Price
Friday, July 28, 2023	Custodian fees	\$30 hr.	0	0
Sat., July 29, 2023 6:00am-8:00pm	Custodian fees (2 staff @ 14 hours)	\$30 hr.	28	\$840
At Close of Meet	Aquatic Center cleanup (4 staff/4 hrs. each) Custodial Fees (2 staff /2 hrs. each)	\$30 hr. \$30 hr.	16 4	\$480 \$120
	Total	\$30 hr.	48hrs	\$1440
These hours do NOT include any additional set-up or clean-up hours which would need to be paid in addition to these hours.				
Total Custodial	TOTAL		hours	

Date: _____

Signature of Rental group

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Group Mako Swim Team Authorization _____

Phone:
Email:

Event	Group Leader	Date of Acceptance	Sub Total Support Staff Fees Pg. 3		
DSA Swim Meet	DSA Board Strohm Edwards.0				\$2420
Date	Room/Facility	Unit Price	Hrs/Day	Total Price	
Friday, July 28, 2023	1 Lifeguards	\$30 hr.	0 hr	0	
	1 Lobby Staff	\$30hr.	0 hr	0	
	1 Supervisor	\$40hr.	5 hr	\$200	
			5 hr	\$200	
Sat., July 29, 2023	2 Lifeguards	\$30 hr.	30 hr	\$900	
	2 Lobby Staff	\$30 hr.	24 hr	\$720	
	1 Supervisor	\$40 hr.	15 hr	\$600	
			69	\$2220	
TOTAL SAAC STAFFING			74 hours	\$2420	
	Total				
TOTAL SAAC STAFFING				\$2420	

Date: _____

Signature of Rental group _____

Insurance Requirements for use of the Sussex Academy Property:

Individuals/organizations using the Sussex Academy's property must supply a certificate of insurance. The certificate must be submitted to the Director of Finance and Operations and meet the following specifications:

a. Certificate Holder:

Sussex Academy & Sussex Academy Foundation
21150 Airport Road
Georgetown, DE 19947

b. Name The Sussex Academy and the Sussex Academy Foundation as an "Additional Insured" status on the policy(ies);

c. General Liability Insurance coverage with Bodily Injury and Property Damage limits of at least \$1 million per Occurrence and \$2 million Aggregate as the minimum Limits of Liability; and

d. The Sussex Academy and the Sussex Academy Foundation are to be added to the insurance policy under a "Hold Harmless Agreement"/"Waiver of Liability" endorsement

Addendum to Rental Contact

2022

IMPORTANT! PLEASE READ AND UNDERSTAND the following:

1. In unanticipated emergency situations, rescheduling of events is at the convenience of Sussex Academy and the Aquatic Center and subject to change based on the weather, conflicting events, construction, or other unforeseen events.
2. To ensure everyone's safety, it is imperative that we have an accurate count of how many people are ESTIMATED to attend the event. We need an estimated number of swimmers, spectators, staff and volunteers at least one week in advance of the event.
3. The renting agency is required to provide enough volunteers and staff to ensure that spectators are safe and that the event runs smoothly including to enough staff to provide security and parking arrangements.
4. If possible, please have all of your volunteers be able to be identified as a volunteer either by a T-Shirt or a nametag.
5. It is the renting organization's responsibilities to make sure that volunteers are ENFORCING to ALL individuals, swimmers AND spectators our Common Courtesies at all times and that no GUM, food, coffee or drinks (besides CLEAR liquids) are being brought into the pool area for ANY reason and that these areas are frequently being checked.
6. Please ensure that individuals are not abusing equipment, the bathrooms or locker rooms.
7. There will be NO ONE permitted in the office area during the time of the rental. No use of the office, office supplies, or the printer is permitted.
8. If your guests abuse any of our rules for any reason, we have the right to handle these issues however we see fit and it is likely that we would not rent to you in the future.
9. Any items, personal or organizational that are damaged or stolen are the renting organization's responsibility up to and including equipment/items that are damaged due to power surges, water exposure, etc. These damages will be taken out of your security deposit.
10. There may be additional fees of \$30 (lifeguards and office staff) an hour for additional staff that might be needed to provide lifeguarding, security or safety of the event in addition to what was NOT included in the original contract.
11. If set-up or clean-up times extend the pre-planned times stated in the contract, additional fees will be charged at \$30 an hour custodial fees.
12. Supervision must be provided to the following areas: the pool lobby, the pool bathrooms, the pool student locker rooms, the gym (if used), the hallway and the area where concessions are being served and the bathrooms in this hallway.
13. A volunteer or staff member must be at each entrance to ensure no loitering is taking place and that the entrances/exits are kept clear at all times.
14. Sussex Academy is not responsible for any lost, stolen or damaged equipment.
15. **A Security Deposit (in the amount in the contract) AND Down Payment is due before the rental takes place.**
16. **The Down Payment must be paid in advance to reserve your rental.** A two-week notice is required to receive a 100% refund. A one-week notice is required to receive a 50% refund.
17. **The Security Deposit is different from the Down Payment which is money to secure your rental date(s)**
18. **The Security Deposit will ensure that you will be responsible for ANY additional expenses incurred. Any additional expenses would be taken from your security deposit and this is money you will NOT receive back in return. This money will be refunded if no expenses are incurred as a result of the rental.**

If you have any additional questions, please contact the
Aquatics Director: Lydia A. Schmierer 302-856-7805 or
Lydia.schmierer@saas.k12.de.us