

Facility Use Policy

This document has been designed to help ensure that events run safely and smoothly. Many of the guidelines and regulations discussed below will be common sense to most readers. The guidelines focus on the safety and the security of both the people using the school and the school's property and the equipment itself.

- The School is a smoke-free facility. Smoking is not permitted anywhere inside or outside the facilities or on its grounds.
- Children must be supervised at all times.
- Decorations may not be placed on walls or ceiling of the Facilities without the approval of the Owner. Rice, confetti, glitter and similar small materials, and fog or smoke machines, pyrotechnics, flash powder, explosives, fire or other dangerous devices or activities and similar atmospheric equipment are not permitted at any time.
- The names and contact information for renters agents shall be submitted to the School no later than six weeks prior to facility use.
- Safe working practices will be observed at all times.
- Use of School property and equipment is not permitted without previous consent by the Owner.
- Changes to the schedule for the facility use must be requested and approved by the School with at least one weeks notice.
- Any items left by the renter will be removed at the renter's expense.
- The sale, distribution or presence of alcoholic beverages is prohibited.
- Food items and beverages may not be served or sold in the Facilities without prior notice to the Owner and without the express permission of the Owner.
- The renting organization is responsible for the conduct of its representatives, guests and workers while on the School premises.
- All promotional displays must have the advance approval of the School management. The use of nails, screws and tacks in attaching items to the walls is prohibited.

- Animals are not permitted in the facility unless they are an essential part of a event or required as a service animal by individuals with disabilities and only with the prior permission of the School.
- General cleanliness is expected of everyone that uses the facility. The maintenance staff will empty trash receptacles as needed. It is the responsibility of the renting organization to leave the facility in the same state of cleanliness and order as it was when they arrived.
- All renters should familiarize their representatives and guests with emergency exit information.
- All equipment needs should be submitted the School four weeks prior to the event as equipment availability is subject to change.
- The Renter shall protect, defend indemnify and save the Independence School harmless from all claims, actions and proceedings, including any costs and expenses incurred by the School thereby, for loss, damage or injury, including death, to any person or personas and to any property arising from the use of the premises by the Renter or their members, officer, employees, agents or contractors or any person who attends the function.
- Renter is also required to carry liability insurance coverage with no less than \$1,000,000.00 in coverage for each occurrence and no less than \$2,000,000.00 in aggregate coverage regarding the use of the property and must provide to Owner a certificate of insurance documenting said insurance coverage and naming The Independence School as an additional insured. Failure of Renter to provide Owner evidence of the specified insurance will result in termination of the rental agreement.
- In the event of destruction of the facility by fire, or national or local calamity, or any occurrence beyond its reasonable control which shall render the fulfillment of this agreement by the School impossible, the school shall not be held legally responsible by the renter for any damages caused thereby.
- The school facility shall not be advertised or used for any purpose other than the event or events specified in the agreement established with the School. The School reserves the right to approve all promotional materials before they are distributed.
- In the event of the Renter's failure to comply with any of the rules, regulations and/or use policies of the School, the Owner may at any time cancel this agreement forthwith in which event the School shall retain as liquidated damages all monies paid to it by the Renter and shall be under no further liability whatsoever to the Renter.