



The Rock Educational Group

Facility Rental Agreement

FEE SCHEDULE

FULL DAY USE of Gym (4+ hours)
\$500

PARTIAL DAY USE of Gym (1-4 hours)
\$300

Commercial Kitchen: Additional fee

USE of Commercial Kitchen
\$300

Note: Rental is for the space only, with access to tables and chairs as needed; set up and clean up are not included and are expected to be provided by the renter.

Date of Rental: _____ Event: _____

Time of Event: _____ Total hours for event: _____ #of people expected _____

Your name: _____ Cell # _____

Mailing address: _____

Home # _____ Work # _____

Equipment needed: _____

CERTIFICATE OF INSURANCE INFORMATION:

Liquor is being served: Yes _____ No _____

Special event insurance coverage/home owner coverage: Yes _____ No _____

Proof of insurance – Please provide us with a copy of your policy with *St. Mary's School* listed as the additional insured (check with local vendors such as Sweeney's or State Farm).



The Rock Educational Group

The Rock contact during your rental is _____

Cell # _____ Check in time: _____ Check out time: _____

- All events, meetings and use of any part of the facility must be scheduled through the main office. Keys may be released the day before or day of the event.
- No smoking is allowed in the building, near entryways, propane, and open windows.
- The facility must be left in the condition it was found or better. This includes washing and properly returning all used tables and chairs in the storage area (see attached diagram). The renter is responsible for damage caused by negligence or inappropriate use of the equipment and space rented.
- All trash cans must be emptied and garbage taken off campus by the renters. **Please do not use the school's dumpster as it has limited capacity needed for school.*
- There must be at least two (2) responsible adults present for events that involve children under age 18, plus an additional adult for every 15 children. **Sporting events involving students require additional permissions and insurance that must be secured by the renter independent of St. Mary's/The Rock.*
- We expect respectful behavior and language at all times and the content of all activities.
- All activities on the St. Mary's Campus are done at your own risk. In case of accident of injury caused by involvement in a function or sport activity you agree, by signing this document, not to hold St. Mary's Campus liable.
- FEES & DEPOSIT must be paid at the time the reservation is made. The reservation is not booked and guaranteed until all fees and deposits are pre-paid. If you wish to cancel within 48 hours of booking the event, all fees and the deposit will be refunded. If the event is canceled less than 48 hours before the scheduled date/time, NO MONEY will be refunded.
- Adjusted fees will be charged if the renter used the facility beyond the reserved time.
- The deposit will be returned within 10 days after the keys have been returned and it has been determined that nothing has been damaged and not extra clean-up was required. The booking/cleaning fee is non-refundable.
- I have read and agree to the terms of this contract, and upon payment of fees and deposit I consider the date and time of my event confirmed.
- NO PARKING is allowed along-side of the building or porch, as this is a FIRE LANE. There is a loading and unloading parking spot by the gym door for short-term use only.
- In the event that fire alarms are activated, evacuate and call 911 with the school's address and your name. Then call you're The Rock event contact listed on previous page.

Method of payment: Cash _____ Check _____ # _____ Visa _____ MC _____

2932 Mill Bay Road, Kodiak, AK 99615 * (907) 654-4633 * Revised August 2023

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Please write a separate check for the \$200 booking fee/damage/cleaning deposit. Please make payable to The Rock.

Booking/Damage/cleaning deposit: _____ Date received: _____ Date returned, if applicable: _____

Rental fee: _____ Date received: _____

Final/Total cost: _____

I have read the above and agree to the terms of this contract: _____

Representative of The Rock: _____ Date: _____

Use the following checklist to guide your group's final cleaning of our kitchen facilities:

- o Clean appliances, counters, cabinets, tables and chairs
- o Clean, scrub, sanitize sinks, countertops, and backsplashes
- o Clean range top and inside of oven
- o Clean appliance exteriors, including coffee machine and pots
- o Sweep and mop floor
- o Empty trash cans

Please note:

*The small sink at the door is a sanitary hand-washing sink, only. Do not use it for any other purpose.

**To avoid cross contamination in our ice machine, please use the blue ice scoop only, and place back on the holder, avoiding contact between the handle and the ice.

***Do NOT use the ice machine to store any items.

Please direct any concerns or questions to The Rock Board Member, Dana Valladolid at 907-654-4633.