

ELG Gaffney, LLC and
Christocrats Academy of Science & Technology
Developing the Leaders of Tomorrow in a Christ-Centered Environment

FACILITY RENTAL AGREEMENT FORM

Archbishop Dr. Joseph A. Alexander, President
 815 W. Rutledge Avenue Gaffney, SC 29341
 www.christocratsacademy.com
 info@christocratsacademy.com

Renter's Name/Organization _____

Address _____

City _____ State _____ Zip _____

Telephone: Home _____ Work _____

Name of person in charge of event _____

Additional contact person _____ Phone _____

Space	Rate
Auditorium	
Cafeteria	
Media Center	
Gymnasium	
Football Field	

Rental Includes: () tables & chairs () kitchen

Key to the facility provided: Yes___ No___

Event Information:

Date of Event: _____ Day of week: _____

Est. Attend. _____ Nature of the event _____

Time rental begins _____ Ends _____

(Please allow time for your set-up and clean-up. Entry and exit time are to be negotiated in advance.)

Is the event open to the public? Yes No Will there be music? Yes No

Type of music _____

Rental Agreement

Condition of Use

Please read the Rental Agreement and Conditions of Use carefully. Initial at the bottom of page one and sign in the signature space provided on this page. Alcohol is prohibited on the property.

Reservations:

1. All the requirements for rental must be completed and approved by the CAST Christian School Board of Education and ELG Gaffney LLC.
2. Required items include but are not limited to the following: signed and completed rental agreement, receipt of rental deposit and fees, photo ID, and certificate of insurance.
3. All facility renters are required to obtain property liability insurance for the event. This insurance would protect you and your guests while using the facility and is to indemnify against loss resulting from bodily injury and/or property damage. An insurance broker or agency can help you obtain the proper coverage. The certificate must name the ELG Gaffney LLC and Christocracy Academy of Science & Technology in the endorsement section of the certificate or name the organizations as an additionally insured party.
4. The person signing the rental agreement and/or organization on whose behalf the rental is being made is responsible for compliance with all the conditions of use for the facility.
5. This rental agreement must be signed by a person who is at least twenty-one (21) years of age.
6. Under no circumstances shall the applicant/renter and/or organization sublease or allow any other organization or individual to use the facility during the time and on the dates for which they have reserved the facility.

Fees:

1. At the time of reservation, a deposit and/or the rental fee in accordance with the current fee schedule is due and payable along with the completed rental agreement. We must be in receipt of the balance of the fees before the facility is considered rented.
2. Any person or organization holding a reservation for the use of the facility and desiring to cancel such a reservation may, at the discretion of the Archbishop, be subject to the withholding of all or a portion of the deposit/rental costs paid.
3. Renter is responsible for any lost keys and any costs that the facility might incur to replace and/or re-key the facility.
4. All groups must leave the facility in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly. Sponsored groups damaging the facility will be held responsible for the cost of repair, replacement, or clean up. In the event the facility is left damaged, the renter and/or organization understands and hereby agrees that they will be charged for any and all janitorial and/or repair fees incurred, and these fees will be billed to the renter and/or organization.

Equipment/Accessories:

1. This agreement also includes the use of the facility's round and/or long banquet tables, chairs and kitchen equipment.
2. If the number of tables and/or chairs provided or the size and/or type of chairs and/or tables provided does not suit the needs of the renter, then the renter is responsible for securing additional chairs and/or tables.
3. Chairs and tables are not to be taken outside of the facilities for any reason without the approval of the administration.
4. CAST does not provide AV/PA systems. The renter may bring in AV/PA equipment at their

own cost.

Miscellaneous:

1. In the event that a facility key is issued, the renter is responsible for picking up said key(s) from the office during office hours prior to the event. Renter assumes liability and responsibility of the facility once the key is picked up. Renter will return key(s) on the next day that the office is open following the event.

2. CAST is not responsible for any items or equipment brought to the facility by the renter/s.

3. In accordance with South Carolina Department of Social Services Child Care Licensing Rules and Regulations and South Carolina Department of Education laws, CAST has adopted a policy that prohibits smoking of any kind on all parts of its property.

Furthermore, the manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled or illegal substance on all parts of CAST property is prohibited. For the purpose of this policy, "controlled substance" includes alcohol and all drugs. Being under the influence of a controlled substance, except those drugs which are prescribed by a licensed healthcare professional or sold legally over-the-counter, during working hours and on any part of CAST property is prohibited. CAST employees are prohibited from making controlled substances of any kind (including prescribed or over-the-counter medication) available to CAST students, whether on or off CAST property.

If people attending the renter's event smoke outside the building, the renter is responsible for cleaning up any smoking debris.

Indemnification:

1. The applicant agrees to indemnify, defend and hold harmless ELG Gaffney LLC and Christocracy Academy of Science & Technology, its agents, officers and employees, and each of them, from any and all losses, costs, expenses, claims, liabilities, actions or damages including liability for injuries to any person(s), damage to property, or third persons arising out of or any way connected with the applicant's rental and use of the facilities.

2. All conditions contained herein shall also apply to all groups, clubs, service organizations, including those receiving a waiver of fees and any and all individuals.

3. The undersigned has read and understands the conditions contained herein and made part of the rental agreement and agrees to all of the aforementioned rules, regulations and conditions of use for Christocrats Academy of Science & Technology facilities.

_____ Date _____
Renter signature

_____ Date _____
Lessor representative signature

Office use only

Amount of Deposit paid \$ _____ Total Rental Cost \$ _____

Keys returned date _____ Received by (initials) _____

Facility condition when vacated: (circle one) Good Fair Poor Renter's Initials _____

Comments: