



**DISCOVERY CHARTER SCHOOL**  
800 CANONIE DRIVE | PORTER, IN 46304  
219-983-9800 | DISCOVERYCHARTER.ORG

## FACILITY RENTAL AGREEMENT

### INSURANCE REQUIREMENTS:

A certificate of insurance, with Discovery Charter School named, must be provided before the Facility is used by an outside group. The minimum amount of insurance shall be \$100,000 property damage and \$1,000,000 general liability insurance to cover the full period of occupancy.

### CHARGES:

1. A \$100 refundable check deposit for the Facility rental is due when the Agreement is signed. The deposit check will be returned to the Renter after the date of the rental when the Facility has been inspected and deemed no damage charges need to be applied.
2. A \$120 non-refundable usage fee, paid separately in cash, is due when the Agreement is signed. The usage fee covers setup and general tear down/cleanup of Discovery owned property (eg tables positioning, paper towel/toilet paper restocking). The Renter agrees to satisfactorily clean the Facility to the condition found at arrival. Failure to do so will warrant additional charges on top of the usage fee.
3. An hourly rate will be determined based on the Facility rental and is due no less than seven days prior to the Event date.

Facility rented: \_\_\_\_\_

Fee: \$\_\_\_\_\_ / hour

### DAMAGE AND LOSS:

The Renter agrees to return the Facility and associated equipment to Discovery Charter School at the end of the term of use in the same condition as the date of the start of this lease, ordinary use and wear excepted. Renter agrees that if any portion of the Facility or contents thereof, during the term of this lease, shall be damaged by the act, default, or negligence of the Renter or of the Renter's agents, employees, patrons, guests or any person admitted to the premises by the Renter, the Renter will pay to Discovery Charter School upon demand such sums as shall be necessary to restore the premises and equipment to their previous condition. The Renter hereby assumes full responsibility for the character, acts, and conduct of all persons admitted to any portion of the premises at the time of the Renter's use, not including any representatives of Discovery Charter School.

### AGREEMENT:

As the Renter of the Facility at Discovery Charter School, the undersigned agrees to protect, indemnify, and hold harmless Discovery Charter School from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about the premises, causing injury to any person or property. The undersigned further agrees to protect, indemnify and hold harmless Discovery Charter School from any and all claims, cost or expenses arising from any failure of the renter in any respect to comply with or perform all requirements or provisions of this agreement, or of any applicable law or ordinance, during the period of use.



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Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Definition of Event: \_\_\_\_\_

School Equipment Requested: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start/End Time of Event: \_\_\_\_\_

Will food be served? \_\_\_\_\_  
If yes, Name of Food Preparer or Server \_\_\_\_\_

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date Signed

*Access to the school's WiFi network is not included in the rental agreement and will not be granted under any circumstances. Attendees are only allowed in the space defined as Facility in this agreement. Visiting other parts of the building is prohibited.*

-----DO NOT WRITE IN SPACE BELOW. FOR OFFICE USE ONLY-----

Date Due	Date Rec'd	Rec'd By	Description
			Deposit: \$100 payable in check to Discovery Charter School
			Usage Fee: \$120 payable in cash
			Rental Fees: Number of Hours: ____ x \$ ____ / hr = \$ _____

Final Approval is contingent on receipt of deposit check, payment for total rental fee, and proof of insurance. If all three are not received seven days before scheduled event, the rental agreement will be voided.

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date Signed