



## BUILDING & GROUNDS USE REQUEST FORM

### CONTACT INFORMATION

Name of Group \_\_\_\_\_ Date \_\_\_\_\_

Contact Person: \_\_\_\_\_

Billing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### RENTAL REQUEST

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

*(For lengthy or additional date/time requests please attach a separate detailed list.)*

**Check ALL areas below that apply. See separate schedule for fees.**

- |   |   |
|---|---|
| <input type="checkbox"/> Gymnasium* stage optional ( <i>capacity 550</i> )    | <input type="checkbox"/> Cafeteria only                       |
| <input type="checkbox"/> Single Athletic Field*                               | <input type="checkbox"/> Cafeteria & Kitchen*                 |
| <input type="checkbox"/> Both Athletic Fields*                                |   |
| <input type="checkbox"/> High School Wing                                     | <input type="checkbox"/> Student Room ( <i>capacity 120</i> ) |
| <i>(All classrooms, no science labs, no cafeteria**)</i>                      | <input type="checkbox"/> Classroom(s) How many: _____         |
| <input type="checkbox"/> Bonner Hall, stage optional ( <i>capacity 150</i> ): | <input type="checkbox"/> Other**: _____                       |

*We do not rent laboratory spaces. \*\*Attach separate sheet with detailed special requests.*

*\*Special athletic or food handler certifications may apply. See reverse side for details.*

**Renters are required to designate a "point person" be responsible for building security, lock up and clean up.**

***Please provide name and contact information for your Point Person below:***

**Name:** \_\_\_\_\_ has agreed to be responsible for building security, lock up and clean up.

**Phone number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

## OTHER

- Would you like your event publicized to the school community?  Yes  No
  - Will you be advertising this event? \_\_\_\_\_ Where? \_\_\_\_\_
  - Do you charge for your event and how much? \_\_\_\_\_
  - Who shall we direct inquiries about your event to? \_\_\_\_\_
  - Please advise us of any other considerations or special arrangements desired on an attached sheet.
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## Renter Responsibilities

**In order to maintain a safe and secure environment within the building and on the grounds of The Waldorf School of Garden City, all renters and renting organizations must require that their event participants comply with the Rules, Regulations and Responsibilities for our school as outlined below. Please read each of these requirements carefully and share them with your group as you deem appropriate.**

- **All Renters must** schedule a meeting with a school official to review the School's emergency procedures, prior to the day of your event.
  - Basic Security Procedures:**
    1. Prior to using the building, please identify the outer entrances and inner rooms and restrooms that will be used.
    2. Know the location of first aid kits and defibrillators, fire extinguishers and nearest hospital.
    3. As all doors to the school must remain locked, please designate a member of your group to monitor and open doors for your participants. **NO UNATTENDED DOOR PROPPING ALLOWED.**
    4. Make sure all potential and designated fire exits (windows and doors) are kept clear.
    5. Please make sure your group stays in the areas that you have arranged to use.
    6. Be courteous and make others using the building during your scheduled time aware of your departure time, who is securing the area and decide who will lock-up any shared spaces.
- **All Renters must** be responsible for the security of participants and the school during the event. Please provide an individual who will be responsible for monitoring all persons entering and exiting the building during and its related set-up and clean-up, including the securing of all entrances used by the group before leaving the premises. We strongly recommend that two people be responsible for evening security by completing the lock-up procedures and walking to their cars together.
- **Renters sponsoring athletic events** must have at least one designated person who carries a current **CPR and AED certificate**. *Evidence of certification must be provided with your completed lease agreement.*
- **Renters who access the kitchen** must have at least one person who carries a current **Food Handler certificate** and one person with current training in the **Heimlich maneuver**. *Evidence of certification must be provided with your completed lease agreement.*
- **All Renters must** park only in designated parking spaces. Vehicles may not be parked on the grass or in the handicapped parking spaces (delineated in blue) without the appropriate permit.
- **All Renters must** adhere to the campus-wide smoking ban, in the building and on the grounds. Alcohol and illegal drugs are prohibited.
- **All Renters must** respect School property. Be sure any equipment used is returned to its proper place. All windows must be closed and all lights turned off upon leaving.
- **All Renters must** use the recycling and garbage bins and deposit trash accordingly. All areas of the School used must be left in a clean condition.
- **All Renters must** obey all traffic signs located throughout the property.
- **All Renters must** supervise their students/participants at ALL times.
- **Renters and their guests must** never wear cleats inside the building at any time.

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Leasee Signature

Date

RETURN FORM TO THE WALDORF SCHOOL OF GARDEN CITY, ATTN: RENTAL COORDINATOR  
Fax: (516) 742-3457 – Email: bossukk@waldorfgarden.org