



BUILDING & GROUNDS USE Schedule of Fees

	Hourly	Half Day <i>(up to 4 hours)</i>	Full Day <i>(up to 8 hours)</i>
Gymnasium (<i>capacity 550</i>) \$100 <i>(Rental includes stage. Athletic events require at least one person with CPR and AED certifications. Court Size approximately 50' x 80' No bleachers)</i>		\$350	\$725
Main Athletic Field only \$100 <i>(Athletic events require at least one person with CPR and AED certifications)</i>		\$350	\$725
Both Athletic Fields \$175 <i>(Athletic events require at least one person with CPR and AED certifications)</i>		\$650	\$1,000

Cafeteria only \$75 per hour

Cafeteria & Kitchen \$100 per hour
(Kitchen renters must have at least one person who carries a current Food Handler Certificate and one person with current training in the Heimlich maneuver.)

High School Wing \$500/4 hour min. \$750
*(All classrooms, no science labs, no cafeteria**)*

Bonner Hall (*capacity 150*) \$500/4 hour min. \$750
(Includes stage & lobby, no food or drink permitted in Bonner Hall)

Student Room only (*capacity 120*).....\$300/4 hour min.

1 Classroom.....\$75 per hour
(For multi-classroom rental rates, contact Finance Director.)

{no refunds for weather or group cancellations/non-use of a scheduled date}

- *Bathroom access and additional cleaning included with all rentals.*
- **SATURDAY RENTERS will be charged and additional \$100 per day cleaning fee.*
- ***To add cafeteria to a rental or to choose a configuration of spaces not listed here, see Finance Director (ext. 306) for pricing.*

BUILDING & GROUNDS USE

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.