This Facility Rental Agreement is made between:

Nova Classical Academy

1455 Victoria Way

St. Paul, MN 55102

and

Name

Address

Phone Number

Facility Area being Utilized:

Dates:

$ \_\_\_\_\_/hr. \_\_\_\_\_\_\_\_\_ =

 Payment of $\_\_\_\_\_\_\_\_\_\_\_\_\_received .

 TOTAL\_\_\_\_\_\_\_\_\_

Schedule may be adjusted as necessary with prior notice and approval given to Building and Grounds Supervisor at Nova Classical Academy.

Terms of Agreement:

The term of the agreement will begin on the date of this Agreement and will remain in full force and effect until \_\_\_\_\_\_\_\_\_, subject to earlier termination as otherwise provided in the Agreement, with the said term being capable of extension by mutual written agreement of the parties.

Compensation:

For the facility services provided the Academy, under this Agreement, the Association will pay fees in the amount of \_\_\_\_\_\_\_\_ per hour and payment will be due upon contract execution.

Legal Expenses:

In the event that legal action is brought to enforce or construe any term of this Agreement, the prevailing party will be entitled to recover, in addition to any other damages or award, all reasonable legal costs and fees associated with the action.

Procedures for Using Facilities:

* 1. All users must observe rules for the facility.
	2. Nova Classical Academy is not responsible for lost or stolen items.
	3. Use of tobacco, alcoholic beverages and controlled substances is forbidden on all school property.
	4. Guns are banned from the premises.
	5. Food and beverage are allowed only in approved areas.
	6. All groups are required to provide adequate adult supervision for their event
	7. Please clean areas after use. Additional clean-up time will be billed to the user.
	8. We outsource our snow removal. It is not guaranteed the parking lot or sidewalks will be cleared. Timing depends on the vendor.
	9. Teacher’s desks, phones, and other instructional equipment are not to be used by groups utilizing classroom space.
	10. Any cancellations, additions or changes to a request must be communicated through the Building and Grounds Supervision office. A minimum of two (2) days notice is required. Full charges may be assessed to any group if notice of cancellation is not received with adequate notice.
	11. Us of equipment belonging to the organization must be approved prior to the event and removed immediately following the event, unless storage of certain items has been pre-approved. Nova Classical Academy is not liable for loss of or damage to equipment belonging to facility users. Furthermore, the school will not assume liability for the use of the organization’s equipment.

Supervision:

1. All activities must be supervised by a competent and responsible adult, with the organization using the facilities assuming full responsibility for any damage.
2. School personnel on duty (custodian or site supervisor) fulfill a supervisory, safety, security and public relations function with groups permitted to use School facilities. They supervise the facilities, but do not supervise the group or its activities.
3. Children must be supervised at all times.
4. Groups are responsible for clean-up of the area they use and shall leave it in an orderly condition. If additional hours are required for clean-up, an additional charge will be added to the facility use fee.
5. All accidents/incidents must be reported to Nova Classical Academy within 24 hours. If emergency services are required, call 911.

Governing Law:

It is the intention of the parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Minnesota, without regard to the jurisdiction in which any action or special proceeding may be instituted.

In Witness whereof the parties have duly executed this Agreement, .

 DATE

 Customer: Facility Provider:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Executive Director

 Nova Classical Academy