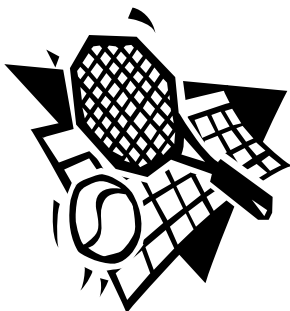


Moorestown Friends School Facility Rental Packet

All requests for use of school property for non-MFS related activities are to be made through the Business Office. Permits are issued on a first come, first served basis upon receipt of a completed application form (attached). Fees are payable in advance to Moorestown Friends School and the applicant may be required to provide a certificate of insurance for appropriate coverage and/or a Hold Harmless Agreement (attached) may be provided for the applicant to sign.

MFS reserves the right to prohibit, rescind or change the use of our facilities without notice and regardless of approval for use or not.

The attached Rules and Regulations are in effect for all rentals.



8/27/2010

Moorestown Friends School Application for Use of Buildings and Grounds

Moorestown Friends School is a non-profit organization incorporated under the laws of the State of New Jersey. The School attempts to cooperate with organizations in and around the community when use of the facilities does not conflict with the needs of the School and the Meeting.

In order that we may cooperate with you to the fullest, please fill out this Application and the Hold Harmless Agreement and return to: The Business Office, Moorestown Friends School, 110 East Main Street, Moorestown, NJ, 08057.

Payment is based on the included fee schedule and is due upon issuance of a permit. Please make checks payable to Moorestown Friends School.

Name and address of organization _____

Phone _____

What facilities are requested? _____

What dates will facilities be used? _____

What additional items/service are being requested? _____

What hours will facilities be used? _____
(including set up and break down)

Nature of event _____

Number expected to attend _____

Names of two people who will be present for this activity and responsible for the proper care of the facilities

Name #1 _____ **#2** _____

Address _____

Phone _____

No Smoking is permitted in the building at any time and cars may be parked only in the parking lots, not along the curbs.

8/27/10

**Moorestown Friends School
Fee Schedule of Rental Space**

West Building Gymnasium	\$100 per hour
RED Gymnasium	\$150 per hour
Field House Practice Gym	\$100 per hour
Auditorium	\$250 per hour
Classroom/Conference Room	\$100 per hour
Dining Hall/Commons	\$200 per hour
Tennis Courts	\$100 per hour

Security is required for all rentals and is included in the fee.

Use of School Grounds and Buildings Rules and Regulations

All rentals are subject to the availability of campus and/or building security.

Applications: All requests for use are to be made through the Business Office. Applications may be picked up at the Business Office or the front desk in Stokes Hall.

Applications must be returned to the school **two** weeks in advance of the desired date in order to be considered.

A copy of the approved application, with a statement of rental charges and a permit will be returned to the applicant.

Fees are payable promptly to Moorestown Friends School, Business Office.

All fees are non-refundable if event is canceled and is not rebooked by another party.

The school reserves the right to cancel use of property at any time and without advance notice, with fees to be refunded within thirty days.

Sunday use: School buildings and grounds may not be used on Sunday until 1 p.m.

Availability: Organizations using buildings shall conform to the hours and dates in their request. Buildings are not to be kept open after midnight for any affair.

The auditorium is not available during school months.

The gymnasiums are available on a limited basis and can be rented Monday through Friday after 7:00 p.m., Saturday after 1pm from Thanksgiving to May – and after 8am from June to Thanksgiving, and Sunday after 1 p.m.

The Dining Hall/Commons is available all day Saturday, and after 1:00 p.m. on Sunday.

Classroom usage: Use of “white” boards and “numonic” boards is strictly prohibited. Use of chalkboards is permitted.

When school is closed as a result of inclement weather, all rentals are cancelled. Please call 235-2900 to find out if school is closed, listen to KYW for #680, and check our website at www.mfriends.org

The school will not be rented for any reason between August 15 and the first day of school in order for MFS to prepare for the opening of school.

Alcoholic beverages: Use of alcoholic beverages or illegal drugs is prohibited.

Smoking: Smoking is prohibited on campus (inside or outside of buildings.)

Refreshments and meals

- a. Permission must be secured to serve any kind of refreshments. No refreshments may be served in the auditorium. No beverages may be served in bottles.
- b. Cafeteria
 - 1) Rental of this facility for meals is restricted to use of a catering service.
 - 2) When kitchen area or equipment is used for light refreshments, a member of the kitchen staff may be required by the school for supervision.

Decoration Putting up decorations or scenery or moving pianos or school furniture is prohibited unless special permission is granted. The school may provide tables and chairs with special arrangement.

Moorestown Friends School assumes no responsibility for properties left on the premises by the applicant.

All rooms shall be left in condition as found.

Where arrangement of facilities is necessary, applicant shall obtain permission to make desired changes. Under no circumstances shall scenery or other property be stored on the premises.

Sound system and stage lighting All technical equipment shall be controlled and operated by the school.

Selling Nothing shall be sold, given, exhibited, or displayed without permission.

Responsibility Proper and adequate supervision is required at all times.

Security is on premises at all times for emergencies and to open and lock the buildings.

Animals Animals are not permitted on school property.

Parking Parking is limited to areas that are clearly marked for parking only.

Violation of any rules and/or regulation is cause for immediate withdrawal of permit.

MOORESTOWN FRIENDS SCHOOL
110 East Main Street
Moorestown, New Jersey 08057

HOLD HARMLESS AGREEMENT

In consideration for the use of the premises and facilities of The Moorestown Friends School,
specifically _____

hereby assumes entire responsibility and liability for any and all damage or injury of any kind or nature to persons, whether employees or otherwise, and to property, realty or personal property, including adjoining property, caused by or resulting from the use of the premises and/or facilities of The Moorestown Friends School, and agrees to indemnify, defend and hold harmless The Moorestown Friends School, its successors, assigns, directors, officers, agents and employees, and their heirs, executors and administrators, from and against any and all claims, demands, actions in law or in equity, liability, loss, expense, damage or injury, to persons or to property, caused directly or indirectly by the use of The Moorestown Friends School's premises and/or facilities by _____, its agents, members or employees, or any and all persons acting in their behalf or under their supervision or control, whether direct or indirect.

The above hold harmless clause is not intended to restrict or enlarge the rights of either party as exists under the laws of The State of New Jersey.

Name: _____

Title: _____

Organization: _____

Date: _____

8/27/10