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 immediately upon the provision of a permit by Moorestown Friends School. The applicant is required to provide a Certificate of Liability Insurance for $1 million coverage and a Hold Harmless Agreement (attached).

COVID-19 Statement:
All rentals must follow MFS Safety Guidelines and Protocols and all terms are subject to change based on the ever-changing environment surrounding COVID-19. Safety guidelines are under review and will be communicated once they have been finalized.

MFS reserves the right to prohibit, rescind or change the use of our facilities at any time, without prior notice.

The attached Rules and Regulations are in effect for all facility rentals or other approved use of MFS property.
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: Rose Frola, Administrative Assistant, 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. A deposit may be required.

Name and address of organization_______________________________________________________

Phone____________________

What facilities are requested? __________________________________________________________

What dates/times will facilities be used? __________________________________________________

What additional items/service are being requested? ________________________________________

What hours will facilities be used? ______________________________________________________
(include 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  ___________________________________
E-mail       _______________________________        ___________________________________
Phone        _______________________________        ___________________________________
Address     _______________________________        ___________________________________

No Smoking is permitted in the building at any time.
Parking of vehicles is permitted only in marked spaces in parking lots; parking along curbs is prohibited.

7/7/2021
# Moorestown Friends School
## Fee Schedule of Rental Space

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

Fees are subject to change; please verify current fees with the Business Office upon submission of your application.

<table>
<thead>
<tr>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Building Gymnasium</td>
<td>$100 per hour</td>
</tr>
<tr>
<td>RED Gymnasium</td>
<td>$150 per hour</td>
</tr>
<tr>
<td>BLUE Gymnasium (formerly known as the Field House Practice Gym)</td>
<td>$100 per hour</td>
</tr>
<tr>
<td>Auditorium (summers only)</td>
<td>$250 per hour</td>
</tr>
<tr>
<td>Classroom/Conference Room (on a limited basis)</td>
<td>$100 per hour</td>
</tr>
<tr>
<td>Dining Hall/Commons</td>
<td>$200 per hour</td>
</tr>
<tr>
<td>Tennis Courts</td>
<td>$100 per hour</td>
</tr>
<tr>
<td>Field #1, 2 or 3</td>
<td>$75 per hour</td>
</tr>
</tbody>
</table>
Use of School Grounds
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 can be found on our website at www.mfriends.org. Please email completed form to rfrola@mfriends.org.

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 immediately to Moorestown Friends School. Please send to the Business Office upon receipt of approved permit.

All fees are non-refundable if an event is canceled by rental group for any reason, 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 (30) days of such notice.

Sunday use: School grounds are only available on Sundays between 12:30 and 6:00 pm.

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

When school is closed as a result of inclement weather, all rentals are cancelled. Please call 856-235-2900 for school closing information, or check our website at www.mfriends.org. Fees may be refunded if rentals cannot be rescheduled.

Fields usage is based on weather conditions. Rain dates can be added, if necessary.

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. For more information on the school calendar please go to www.mfriends.org.

Alcoholic beverages, Gambling, Illegal Drugs: Use of alcoholic beverages, gambling, or use of illegal drugs is strictly prohibited.

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

Refreshments and Meals: Permission must be secured to serve any kind of refreshments. Nothing may be served in glass bottles or containers.

Decorations: Use of decorations or scenery is prohibited unless written, prior permission is granted.

8/11/21
**Personal Property:** Under no circumstances shall equipment or other personal property be stored on the premises. Moorestown Friends School assumes no responsibility for personal property left on the premises by anyone.

**Condition of Facilities:** All school property shall be left in the condition as they are found.

**Sale of Goods or Service:** Nothing shall be sold, given, exhibited, or displayed on MFS property without prior permission.

**Supervision:** Applicant must assure proper and adequate supervision of all individuals present at all times. Your group must remain in the rented area of the school. Attendees may not roam the hallways.

**Security:** Security is on premises for indoor rentals at all times for emergencies and to facilitate the opening and closing of the school buildings. Use permit for proof of rental.

**Animals:** Animals, other than service animals, as defined by relevant law and regulation, are not permitted on school property at any time.

**Parking:** Vehicles must be parked in clearly marked parking spaces.

Violation of this agreement, or any rules and/or regulations is cause for immediate withdrawal of permit.
Waiver: In addition to the payment of any applicable fee or change, as well as in consideration of permission to use the facilities, equipment, and/or services of the Moorestown Friends School (“School”) - specifically the ________________ (Organization Name) does hereby release, waive, discharge, and covenant not to sue the School from any and all claims including the negligence resulting in personal injury, accidents or illnesses (including death), and damage to property arising from, but not limited to, the requested use of facilities.

Assumption of Risk: This use of the School’s property, facilities, staff, equipment, and/or services carries with it certain inherent dangers and risks that cannot be eliminated regardless of the care taken to avoid injuries, accidents or illnesses (including death), and damage to property. The ______________________ (Organization Name) specifically acknowledges that the School has made no representations as to the safety and/or condition of the school facilities to be used, whether those conditions are known or unknown.

Indemnification and Hold Harmless: I further agree to indemnify and hold the School and its agents and employees harmless from any and all liability, claims and/or litigation or other actions that I or any person or entity may have for injuries of any kind, including but not limited to the provision of legal counsel, direct, special, incidental, indirect, punitive, or consequential damages, whether arising in tort, contract or arising out of use of the school facilities, even if caused by the negligence or fault of the School, any related entities or other authorized agents, including independent contractors.

Severability and Choice of Law: The undersigned further expressly agrees that the foregoing agreement is intended to be as broad and inclusive as is permitted by New Jersey law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. I further agree that this release shall be governed for all purposes by New Jersey law, without regard to such law on choice of law.

Acknowledgment and Understanding: The undersigned, as an authorized representative of ______________________ (Organization Name) have read this waiver of liability, assumption of risk, and indemnification agreement, fully understand its terms, and understand that ______________________ (Organization Name) is giving up substantial rights, including the right to sue. I acknowledge that I am signing this agreement freely and voluntarily on behalf of requesting organization, and intend my signature to be a complete and unconditional release of all liability.

Name: ______________________________________________________________

Title:  _______________________________________________________________

Organization:  _________________________________________________________

Date:  _______________________________________________________________