

MFS | 1785

Moorestown Friends School (“MFS”) Indoor 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. 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 Waiver, Indemnification and Hold Harmless Form.

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.



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 under **Facilities Rentals**.

Applications must be submitted 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 the approved permit.

All fees are non-refundable if an event is canceled by a 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 be kept open after midnight for any event.

When school is closed as a result of inclement weather, all rentals are canceled. 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.

Field 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.

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: Applicants 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.

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

West Building Gymnasium	\$100 per hour
RED Gymnasium	\$150 per hour
BLUE Gymnasium (formerly known as the Field House Practice Gym)	\$100 per hour
Auditorium (summers only)	\$250 per hour
Classroom/Conference Room (on a limited basis)	\$100 per hour
Dining Hall/Commons	\$200 per hour
Tennis Courts	\$100 per hour
Field #1, 2 or 3	\$75 per hour

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.