



# Terre Hill Mennonite High School Rental Form

1416 Union Grove Road, Terre Hill, PA 17581 Phone: 717-445-4618

Email: thmhschool@gmail.com

Name of Group/Person Responsible \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Date(s) of Rental \_\_\_\_\_ Time to Open \_\_\_\_\_:\_\_\_\_\_: to \_\_\_\_\_:\_\_\_\_\_:

Number of Persons Expected \_\_\_\_\_ Description of Activities \_\_\_\_\_

Items needed: (volleyball or basketball nets, tables, chairs, etc) \_\_\_\_\_

## Rental Fees – Check items that apply and tally amount due:

## TOTALS

|                                                                                                                   |                                                                                                                                                                                 |             |      |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------|
|                                                                                                                   | <b>Opening &amp; Closing of Building</b>                                                                                                                                        | \$20        | \$20 |
|                                                                                                                   | <b>GYM ONLY (4 hrs or less)</b> – <i>Gym only, no tables and chairs, etc.</i>                                                                                                   | \$80        |      |
|                                                                                                                   | <b>LUNCH ROOM AREA <u>and/or</u> TABLES, CHAIRS (4 hrs or less)</b>                                                                                                             | \$20        |      |
|                                                                                                                   | <b>KITCHEN</b> – <i>Includes coffee makers, pots, pans, refrigerator, freezer, oven/stoves</i>                                                                                  | \$30        |      |
|                                                                                                                   | <b>Additional Hours</b> (\$20 per hour)                                                                                                                                         | ____ X \$20 |      |
|                                                                                                                   | <b>Large Group Fee</b> – \$1.00/each person over 100 people (Up to cap of \$200)                                                                                                | ____ X \$1  |      |
|                                                                                                                   | <b>ASSEMBLY ROOM ONLY (4 hrs or less)</b> 160 chairs set up & 100 more can be set up                                                                                            | \$80        |      |
|                                                                                                                   | <b>COMBO: ASSEMBLY ROOM, GYM, LUNCHROOM (4 hrs or less)</b>                                                                                                                     | \$160       |      |
|                                                                                                                   | <b>Sound System and/or projector in Gym</b>                                                                                                                                     | \$35        |      |
|                                                                                                                   | <b>ENTIRE FACILITIES 24-HOUR RENTAL</b><br><i>Includes gym, lunchroom, assembly room, kitchen, sound system, etc.</i>                                                           | \$550       |      |
|                                                                                                                   | <b>Service Fee</b> – <i>This fee will be assessed if floors are not cleaned, trash is not placed in the dumpster or black marks from shoes are not removed from floor, etc.</i> | \$35        |      |
| <b>TOTAL: Pay within 10 days after rental</b>                                                                     |                                                                                                                                                                                 |             |      |
| <i>Cancel for free up to 30 days before the rental. Cancellations within 30 days will be charged an \$80 fee.</i> |                                                                                                                                                                                 |             |      |

## Rental Guidelines:

The board of THMH is requesting that persons using these facilities comply with the following guidelines:

1. **Dry mop gym & kitchen.** Wet mop where needed. Dry mops are hanging on wall in ball closet (failure to do this may result in a \$35 service fee).
2. Collect trash and place in dumpster before leaving (failure to do this may result in a \$35 service fee).
3. Exercise respect in the use of facilities and grounds.
4. Refrain from parking on the grass.
5. Be properly clothed. Shorts, sleeveless shirts & tank tops, etc., are not accepted.
6. Be responsible for restoring any property damage resulting from your use of the facility.
7. No alcohol or tobacco use on school property.
8. **Ball Field and Soccer field: Pick up trash and leave property as you found it.**

*I will assume responsibility to assure that the above guidelines are followed during our use of the facility.*

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please call (DO NOT TEXT) this person's number when you are finished with the building and ready to leave.**

Person responsible to open & close building \_\_\_\_\_ JEFF SWANSON \_\_\_\_\_ Phone# 717-875-2563 \_\_\_\_\_

THMH Authorizing Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_