

***Please note that usage and rental is confirmed ONLY upon receipt of signed Facility Usage and Rental Agreement and proof of insurance. All fees must be paid in full at the time of booking or at least 30 days prior to the facility usage.***

I, \_\_\_\_\_ (herein called the "User") of \_\_\_\_\_  
(signer/user name) (Organization represented by renter/user)

agree to rent the **GYM and / or FOOTBALL FIELD** from Red River Charter Academy (herein called the  
(circle one or both as applicable)

"School") from \_\_\_\_\_ to \_\_\_\_\_. In doing so I agree to the following:  
(start date) (end date)

#### **Indemnification and Hold Harmless Clause**

The User shall indemnify and hold harmless the School and any of its officers, employees, servants, agents, contractors, and volunteers from any and all loss, liability, claims or expenses arising out of the use and/or occupation of the property belonging to the School by the user group and any of its officers, employees, servants, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the School.

#### **Liability Insurance Clause**

The User shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances and in forms and amounts acceptable to the School:

General liability insurance with a limit of not less than One Million Dollars (\$1,000,000.00), inclusive per occurrence for bodily injury and property damage including loss of use thereof. Such insurance shall extend to cover the user, its officers, employees, servants, agents, contractors, and volunteers and shall include Red River Charter Academy and the Avoyelles Parish School Board as additionally insured with respect to liability arising out of the use or occupation by the user of the property belonging to the School.

#### **Certificate of Insurance Clause**

The User shall provide the School with evidence of all required insurance prior to the event date. Such evidence of insurance shall be in the form of a certificate of insurance. When requested by the School, the User agrees to provide certified copies of required insurance policies.

NOTE: These certificates should be issued by the insurer or insurance broker of the user group and must contain the following information:

1. Name of the insurance company and the binder or policy number
2. Name and address of the Insured (user group)
3. Policy period (covering at least the period of the facility rental)
4. Description of coverage
5. Policy limits
6. Description of insured operation and location(s)
7. Signature of authorized representative and date

**Waiver of Subrogation Clause**

The User hereby agrees to waive all right of subrogation or recourse against Red River Charter Academy with respect to the use or occupation by the user of the premises described in the license agreements.

**Payment and Deposit**

- **A \$100.00 deposit is required at time of booking, NO EXCEPTIONS.**
- All fees must be paid in full **at least 10 days** prior to the facility usage. Only payment by money order will be accepted.
- If booking is made **less than 10 days** prior to the facility usage, payment in full by money order is required.
- An additional damage deposit may be requested at the discretion of the School. User and the School will be required to complete a pre-and post-event site inspection. User will be reimbursed by the School within 30 days following the post-event site inspection

**Cancellation Policy**

In the event of cancellation, a written cancellation must be provided to Red River Charter Academy by email ([info@redrivercharter.org](mailto:info@redrivercharter.org)) or in writing to the address on this Facility Usage and Rental Agreement and the following policy shall apply:

- If cancellation is received **more than 10 days prior** to the facility usage, the User will be reimbursed all fees.
- If cancellation is received **less than 10 days prior** to the event, the User will be reimbursed all fees EXCEPT for a \$50 administrative fee.

The School reserves the right to cancel a booking or terminate this agreement where:

- The School will not exercise its right to cancel a booking in an unreasonable manner and will provide as much notice to the User as possible. The School will cancel only if it is unable to hold up its obligations for reasons including but not limited to emergency conditions, or an official School.
- Where the School cancels a booking for any reason within this agreement, the User agrees that the School is not responsible or liable for any loss or damage suffered by the User, and all fees will be reimbursed to the User immediately.

**Facility Usage and Rental Fee Schedule**

	Gym	Football Field
For-profit groups	\$500/day	\$200/day
Non-profit groups	\$250/day	\$100/day
Mansura High class reunions	\$250/day	\$100/day
Cleaning fee	\$100/rental	\$0

**\*NO RENTAL FOR GRADUATION PARTIES OR CONCERTS\* ALL EVENTS MUST END BY/AT MIDNIGHT.**

**Facility Usage and Rental Terms and Conditions**

As a user of space at Red River Charter Academy, the User understands and agrees to be bound by the policies of the School and the following terms and conditions. The User agrees to the following:

**Facilities Usage**

That the use of the rented facility:

1. Does not conflict with the School's Mission and Values and is in accordance with the School's policy on Facilities Use.
2. Does not cause interference with the orderly functioning of the School or infringe upon the rights or privileges of others; these rights include the right to peaceful pursuit of campus activities and to enjoy the rule of law.
3. Does not promote hatred or discrimination against, or expose to contempt, any person or group of persons as applicable under legislation or law.
4. Does not advertise, promote or operate programs or services that compete with School programs and does not compete with School activities including commercial activities or those that otherwise conflict with current contracts or agreements.
5. Does not directly or indirectly contravene provisions of any law, statute, regulation, by-law, enactment, policy, or otherwise, of the State of Louisiana and of the School.
6. Will be used only for the activities for which they have been designated. Any boisterous or nuisance persons will be requested to leave the School. Any sound levels from musical instruments, recorded music, or event patrons will be kept to a reasonable level.

**Incident Reporting Requirement**

Following an incident or accident, an "Incident Report Form" must be completed and submitted to the School within 48 hours. An "Incident Report Form" can be completed and submitted to Student Records Dept at the School and is required if medical or first aid attention is required OR if loss or damage to School property occurs.

**Signage and Décor**

That décor or signage will not be affixed to School property with nails, screws or staple guns and all décor and signage will be removed immediately following the event.

**Parking**

Parking on campus is subject to the School parking regulations and as such, the User understands that parking charges will be at their own expense.

**Tobacco, Alcohol, and Firearms**

Tobacco, Alcohol, and Firearms are prohibited in School facilities and smoking is only allowed in designated smoking areas.

**Grounds and Courtyards**

User may request to rent designated outdoor space for a fee if available. Renting outdoor space must be arranged by the User at the time of booking. It is prohibited to park vehicles on grounds or lawns.

**Waste**

User agrees to appropriately dispose of all garbage generated by the event immediately thereafter. All garbage should be placed in the dumpster located outside of the gym. User agrees that the rental facility will be left in a reasonable state of cleanliness, free of trash and leftover décor, and in an organized fashion.

**Security**

The User is responsible for their own security. The School reserves the right to require User to provide security for the event.

**Use of Red River Charter Academy Name/Logo**

The School name and/or logo may not be used to advertise an event unrelated to School business. It is permitted to name Red River Charter Academy and its specific venue as the location of the event on invitations.

I have read the Facility Usage and Rental Agreement, Terms and Conditions and related School policies and agree and understand that Red River Charter Academy will only deal with the person(s) named on the Facility Usage and Rental Agreement and Terms & Conditions. This includes instructions, reporting, and amendments or changes.

I understand that **all bookings are for space are "AS IS"**. No special equipment/tables/services/set-up will be provided.

Signature of User(s)

\_\_\_\_\_Date\_\_\_\_\_

Name(s) – please print

\_\_\_\_\_

**User Contact Information**

Address\_\_\_\_\_

City:\_\_\_\_\_State:\_\_\_\_\_Zip:\_\_\_\_\_

Telephone: home\_\_\_\_\_work\_\_\_\_\_cell\_\_\_\_\_

Email:\_\_\_\_\_

To be completed by Red River Charter Academy Staff ONLY

Name of Staff member making reservation: \_\_\_\_\_

Name of User/Organization: \_\_\_\_\_

Date reservation made: \_\_\_\_\_ Date of event: \_\_\_\_\_

Date deposit collected: \_\_\_\_\_ Amount collected: \_\_\_\_\_

\*Money orders should be made payable to Red River Charter Academy ONLY\*

Deposit Paid by (payor name): \_\_\_\_\_

Deposit Collected by (staff name): \_\_\_\_\_

Facilities rented: GYM and / or FOOTBALL FIELD Full cost of rental: \_\_\_\_\_

Date full payment is due: \_\_\_\_\_ Date full payment collected: \_\_\_\_\_

Date proof of insurance is due: \_\_\_\_\_ Date proof of insurance provided: \_\_\_\_\_

Paid by (payor name): \_\_\_\_\_ Date: \_\_\_\_\_

Collected by (staff name): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of User: \_\_\_\_\_

Signature of Staff member: \_\_\_\_\_

Signature of Executive Director approving transaction: \_\_\_\_\_

**\*ATTENTION STAFF: Please provide a copy of this fully completed document to the renter/payor and retain original in the office\***