



School Facilities Rental Agreement

This School Facilities Rental Agreement ("Agreement") is made and entered into on the ____ day of _____, 20____, by and between:

Maine Arts Academy
310 Cony Road
Augusta, ME 04330
(207) 480-7917
finance@maineartsacademy.org

Renter ("Client"):
Name/Organization:

Address:

Phone:

Email:

1.Event Details
- Event Name/Type:

- Event Type:

- Event Times:

2. Facility Being Rented:

- ☐ Auditorium/Stage
- ☐ Parking Lot
- ☐ Kitchen
- ☐ Conference Room
- ☐ Outdoor Grounds
- ☐ Classroom(s) #:
- ☐ Other:

Equipment Requested:

- ☐ Tables
- ☐ Chairs
- ☐ Sound System
- ☐ Projector
- ☐ Kitchen Equipment

3. Rental Fees and Payment Terms

Rates:

Half-Day (up to 4 hours): \$400

Full Day (up to 8-10 hours): \$800-\$1,000

Hourly: \$100

- Rental Fee: \$ _____ per hour/per day

- Security Deposit \$ _____

- Payment Schedule:

- Deposit upon signing.

- Remaining balance due by: _____

4. Cancellation Policy

- Cancellations within 24 hours of the event will result in forfeiture of all fees paid.

5. Client Responsibilities

The Client agrees to:

1. Use the facility responsibly and follow all rules and policies of the school.
2. Maintain order and ensure guests behave appropriately.
3. Return the facility in the same condition it was received. If not, there will be an additional \$100 charge for a cleaning fee.

4. Comply with all local laws, occupancy limits, and fire codes.
5. Not modify or damage facility property or extra fees may result from such activity.

6. Prohibited Activities

- Alcohol, tobacco, vaping, illegal drugs
- Weapons of any kind
- Accessing classrooms, offices, or spaces not approved in this agreement.

7. Liability and Insurance

The Client assumes full responsibility for:

- Any damage to the facility or property.
- Injuries occurring during the event.

The facility is not responsible for lost or stolen items.

8. Indemnification

The client agrees to indemnify and hold harmless the Facility Provider, its staff, and representatives from any claims, damages, or expenses related to the event.

9. Termination

The facility provider may terminate this agreement for:

- Non-payment
- Safety concerns
- Violations of facility rules or laws.
- Misuse of property

10. Signatures

School Representative:

Name:

Title:

Signature:

Date:

Renter/Organization Representative:
Name:

Title:

Signature:

Date:
