

Pre-Rental Questionnaire



Director/Owner Name:	Organization Name:	Telephone #:
		Email:
Organization Address:		
Program Description:		
Program Timing:		
Expected number of registered students:	Age range of registered students:	
Rental Term (Dates):	Space Use: # of Rooms:	
Pricing & Payments:		
<p>Please note the following requirements must be met by renter:</p> <ul style="list-style-type: none"> • Boys/Girls bathroom Use: Will be limited to the floor that rented classrooms are located on. • Phone/Computer Use: Organization will not have access to the telephone/computers/copy machines located on site • Liability Insurance: Must be in place and certificate provided prior to signing rental agreement. We can provide you building info that will help facilitate adding us to your policy. • Background Checks: Organization will conduct background checks for all their employees and volunteers. • Student Registration: Organization will be responsible for collecting and registering all enrolled students. • Cleaning Services: Organization will provide all daily cleaning services and cleaning supplies. Cleaning to include: Vacuuming of all classrooms, multipurpose room, lobby floor and hallways (as needed). Wiping of toilet areas, seats, sinks, counters, and bathroom floors. Replenish paper towels, toilet paper, and hand soap as needed. Organization will provide all paper goods and cleaning materials 		