

Lancaster Mennonite School
2176 Lincoln Highway East, Lancaster, PA 17602
Phone: (717) 740-2455
Fax: (717) 299-0823

Conditions for use of LMS facilities and grounds:

1. Lancaster Mennonite School reserves the right to decline a rental organization or program at any time if it believes the rental group or program could have detrimental effect or create negative publicity for the school.
2. Payment in full is required to hold the date for the event/s and is due when the application is finalized and an agreement is made with the LMS.
3. Payments for extras are due within 10 days after the billing of the event to Lancaster Mennonite School, Attn: Business Office, 2176 Lincoln Highway East, Lancaster, PA
4. Buildings, equipment, and grounds must be left clean and in an orderly condition. Report any property damages immediately. Failure to do so may result in extra charges.
5. No smoking, drinking of alcoholic beverages, or profanity is allowed anywhere on campus. Food and drinks are not allowed in the auditorium, classrooms or the gymnasiums.
6. Helium filled balloons are not permitted in the auditorium or gymnasiums.
7. Sale of food concessions in the High Fine Arts Center lobby is not permitted.
8. User is responsible for conduct of all persons on school grounds attracted by the event and is also responsible for the enforcement of all rules.
9. User is responsible for supervising the parking of cars unless contracted through LMS for the school to provide parking attendants. No parking is allowed on 2160 property. Parking is not permitted in the area in front of Gym A during school hours. Obligation for use of police for traffic or other services will be the obligation of the user.
10. Chairs must be set up and dismantled by the user unless contracted through LMS
11. All publicity related to rental of buildings and grounds must state the name of the sponsoring person(s) or organization.
12. A certificate of liability insurance with LMS named as an additional insured must be on file before the date of the rental, covering the event as noted on the Facilities Use Request.
13. No signs may be placed on the campus to advertise rentals.
14. When renting the gymnasium, all participants must wear tennis shoes.

Insurance Requirements & Hold Harmless Agreement:

The user at all times gives LMS a current certificate of insurance, evidencing that the group provides liability coverage acceptable to LMS for accidents and injuries and names Lancaster Mennonite School as additional insured. This coverage must adequately cover all events, food stands, guests, volunteers and staff. Coverage of at least \$1,000,000 per occurrence and \$2,000,000 aggregate must be provided.

To the fullest extent permitted by law, the renter shall indemnify, defend and hold harmless LMS from and against any and all claims for bodily injury, personal and advertising injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses which arise or are in any way connected with activities of the renter.