

HMS Rental Application

17000 Vision Way, Hagerstown, MD 21740

(301) 790-2252 | horizon@hmslearning.org



Renter Information

Please return the completed application to the address/email listed above.

Name:	Phone:
Address:	Email:
Event Date:	Event Time:
Event Type:	Event Size:

Rental Options

Payment is due on the day of the event. Make check payable to HMS.

Item and Description	Rate	Cost
Multi-Purpose Room: <i>Includes up to 2 hours. Includes use of cafeteria fridge</i>	\$80	
Multi-Purpose Room: <i>Includes up to 4 hours. Includes use of cafeteria</i>	\$150	
Multi-Purpose Room Additional Hours: <i>per hour charge over 4 hours</i>	\$30	
Ballfield Reservation: <i>Includes restrooms</i>	\$50	
Kitchen: <i>Full use of appliances and utensils</i>	\$80	
Cafeteria: <i>Includes up to 4 hours.</i>	\$60	
Sound System (hourly rate): <i>requires sound technician</i>	\$20	
Wedding Receptions (flat rate): <i>Includes one day for setup and full access</i>	\$600	
<i>CVM Church-sponsored youth events: \$60</i>	Total	
<i>Groups over 100 people multiply hourly rates by 1.5 (excludes weddings)</i>		

Liability Agreement

In consideration of permission to use the building, grounds, and/or facilities as stated above, the undersigned being duly authorized officers or representatives of the using group hereby agree for and on behalf of the individual members thereof to release the Horizon Mennonite School, the HMS Board of Directors, officers, and their agents, employees and representatives from any and all claims for personal injury, death, and property damage which may arise from or during the use of said buildings, grounds, and/or facilities pursuant to the grant of permission: and do further agree to defend indemnity and save harmless the Horizon Mennonite School, the HMS Board of Directors, officers, and their agents, employees and representatives from any and all such claims, and any and all loss and expense, including reasonable attorney fees, incurred as a result of such claim or claims. The school reserves the right to terminate any rentals up to 72 hours before the rental if the gym is needed for school/church functions. Though it would only be exercised in emergency situations or in cases of abridgement of contract (in both cases the determination would be made by the school administration), the school reserves the right to cancel the rental at any time, including during an event. Approval of all rental applications is at the sole discretion of the Horizon Mennonite School Administration.

I have read and agree to the attached "Liability Agreement" and "Rental Policy" of Horizon Mennonite School.

Rental Policy

1. This facility is not open to the public. Renting these facilities shall be reserved for members of churches who hold similar belief and practice. The school reserves the right to reject any rental it deems inappropriate. Renters and their guests shall comply with the regulation of Horizon Mennonite School.
2. Filling out this rental application does not automatically constitute approval for the facility, nor the time requested. Please allow two full working days for approval. All requests will be reviewed and approved based on school policy and facility/staff availability.
3. The renter filing the request is responsible for any and all damages, and must be in attendance during the event, and is referred to as "Renter." Renters must be at least 21 years of age. If the majority of the group is under age 21, the sponsoring parents must reserve the room, be present for the activity, monitor the conduct of the group, and clean up and vacate the building by the proper time.
4. All renters and their guests are expected to act in an orderly fashion and are financially responsible for any damage occurring to the building, grounds, or equipment. Be respectful and do not litter.
5. Renters are responsible to clean all rooms rented. Renters are responsible to clean and properly store all tables and chairs used and will be expected to pick up and remove all trash not put in trash cans.
6. Renters are responsible for lost and found items. The Renter will be contacted and will be given two weeks to pick up all items left behind. Any items remaining after two weeks will be disposed.
7. Use of the facility will be for the time designated on the application. The building will be opened and closed at the times requested. If the renter fails to show after one-half hour of the rental, they will be considered as a "no show" and the building may be closed.
8. Park only in designated areas. Please keep vehicles off the grass.
9. To help us maintain our testimony, please respect the curfews. Weekday curfew (Monday through Thursday) is 10:00 p.m. Weekend curfew is 11:00 p.m. Please vacate the premise quietly.
10. Sunday usage shall be limited to family gatherings or church-sponsored events.
11. No public commercial events will be permitted.
12. Multi-purpose room rental will not be open to leagues or regularly contesting teams.
13. For sports events, no shorts, sleeveless shirts, or short skirts are allowed.
14. No wheeled sports equipment or toys should be used indoors (including multi-purpose room).
15. All renters must stay in the rented area(s). Renters must stay out of the classrooms.
16. Christian conduct is expected. No tobacco products, drugs, alcoholic beverages, profanity, inappropriate social conduct, or excessive noise in the parking lot will be tolerated.
17. Failure to follow these guidelines may result in the cancellation of the rental and forfeiture of money paid, even if the rental time has not expired.
18. All rentals may include a school supervisor. They are empowered to restrict the group's misuse of the facility and protect school property from the renters and their guests due to conduct before, during and after the rental time has expired.
19. Renters and their guests should cooperate with the school supervisor. Should guests become unruly, the renter must assist the supervisor in performing his/her duties and authority of supervisor. The school supervisor is not on duty to assist in setting up, cleaning up, or assisting with the activities of the rental.

Storage, First Aid, and Clean Up

1. Tables are stored under the stage and in the multi-purpose room storage closet
2. Chairs are stored in the multi-purpose room storage closet
3. First aid supplies are stored in the private restroom
4. All cleaning supplies are stored in the maintenance room
5. All trash should be taken to the outside dumpster

Contact Information

Doran Eby (301) 730-0535

Linford Horst (301) 491-0435