



BROOKLYN HEIGHTS
MONTESSORI SCHOOL

Administrative Policy on Rental of Facilities

For the Renter

The School stands ready to rent its facilities to members of the BHMS community, individuals, non-profits and corporations. Because of insurance, staffing and maintenance requirements, certain stipulations need to be met before the School can contract with renters.

The following policies are conditions under which BHMS facilities – gymnasium (please note: no street shoes or food/drink allowed in the gym, water only) Firehouse Theater and Library – and tables and chairs can be rented:

- A certificate of insurance must be presented to and approved by the Business Manager 10 days prior to the event. BHMS must be listed as an additional insured on corporate policies and individuals must carry a Tenant-User Liability Policy. This can be contracted as an event specific policy through the school's membership with NBOA. Location Code is 0445-537
- The Business Manager will coordinate security and maintenance requirements for each event.
 - A minimum of one security/maintenance person is required for each room rented
- Rental fees must be deposited with the Business Office at the time of the contract signing. Full refunds will be made with a 5-day cancellation notice to the Business Office.
- BHMS will not rent its facilities for increments of less than two hours or a portion of an hour. Rental times include renter set-up and clean-up times.
- A \$300 security deposit must accompany signed contract. Please see contract for details on damages, deposits, and hold harmless details.
- Long term rentals will be negotiated on an individual basis.
- The Head of School reserves the right to deny any rental request if qualifications are not met.

Hourly Rates as of June 2015

	BHMS Com.	Ind. & Nonprofits	Corporate	Security Dep.
Gymnasium	\$175	\$250	\$325	\$300
Firehouse Theater with kitchen	\$250	\$300	\$350	\$300
Library	\$300	\$350	\$400	
Chairs (each)	\$100	\$125		\$300
Tables (each)	\$1.00	\$1.00	\$1.00	-
	\$3.00	\$3.00	\$5.00	-