



## Rental instructions and responsibilities

Thank you for choosing Prairie Crossing Charter School facility to host your function. In order to create the least amount of impact on the campus, classrooms and teachers we ask that you do not use any of the equipment or supplies. You must bring your own supplies. Nut allergies are a concern for the student body therefore any snack served should be nut free. We also request that you follow the following guidelines and leave everything as you found it.

- No third-party renters will be allowed. The Representative must be present during the rental times listed on the Permit for Use.
- Participants should be supervised at all times. Children should not be left unattended.
- Instruct all participants to respect the personal belongings within the gymnasium, hallways and on our campus.
- Use of the climbing wall and the stage in the gymnasium is prohibited.
- Sweep and vacuum rugs and wipe up any spills.
- Protect our floors and work spaces when having messy projects and clean all tables when done.
- Empty full trash bins and replace liners....garbage dumpster is located in the west parking lot, enclosed in white fencing.
- Remove all of your belongings and return the space back to the condition you found it.
- Make sure all windows and doors are closed and locked.
- Turn off lights and fans.
- Make sure bathrooms are in presentable fashion with toilets flushed, no trash on the floors and water turned off.
- Replace any tables and chairs moved during your rental time to their proper location.
- Smoking and Alcohol are not permitted anywhere on school grounds or within any of the buildings.
- If a key to the facility is issued, it is not to be duplicated or shared with anyone outside of those listed on the rental permit. Any keys issued must be returned to the Business Office within the next business day upon completion of the rental contract.
- The contract issued permits use of the facility within the scope of dates and times contracted. Access is not granted outside of the parameters listed on the permit without written approval from the Business Office.
- Notify Business Office of any occurrence resulting in damage of PCCS property during your rental time by calling 847-543-0752

Payment of rental services are due in advance. When necessary, services may be billed after the date of rental. Payment is due upon receipt of invoice for services. Any billing discrepancies should be reported to the Business Office immediately.