

FACILITY USE AND RESERVATION POLICIES

**Richmond Christian School, 6511 Belmont Road, Chesterfield, VA 23832
(804) 276-3193**

1. We welcome you as a guest of Richmond Christian School. Use of the facilities naturally requires responsibility for the care of the facilities, which includes cleaning up after your activity and leaving the facility as you found it. All damages will be the financial responsibility of the user.
2. All reservations must be made in writing on the Facility Reservation Request Form.
3. A fee is charged for the use of the facility. Fees are based upon the amount of time and area used. All fees are to be paid in full before the facility will be considered reserved. Checks are payable to: Richmond Christian School. Cancellations less than one week prior to the event will forfeit refund.
4. It would be most helpful if you would confirm your reservation one week before the event by calling the school office at 804-276-3193.
5. All activities must be in keeping with the established policies of Richmond Christian School. Groups will be expected to follow the highest Christian principles in regards to all participants' actions and all activities.
6. Smoking, tobacco products, alcoholic beverages, and/or illegal drugs are not permitted in the facilities or on the premises of Richmond Christian School.
7. Richmond Christian School shall not be held responsible if any loss or theft should occur during the use of the facilities.
8. Richmond Christian School shall not be held responsible for any accidents, damage, and/or injury occurring during the use of the facilities and shall be released from all liability and/or expense resulting from an accident or injury.
9. All participants are to be informed of these policies. It is the responsibility of the user to properly inform its participants.
10. For children and/or youth activities, the user is responsible for providing an adequate number of sponsors. Under fourth grade: one adult per 5 children; fourth – twelfth grade: one adult per 10 children. The building supervisor will open and close the building and provide needed assistance. It is the responsibility of the user to provide leadership regarding the activities planned for the facility.
11. Groups are restricted to the specific area which has been reserved. Use of additional areas must have proper prior approval.
12. Organization must show a proof of insurance documentation for liability.

Print Name

Signature

Date