

BAIS FACILITIES' USAGE (RENT) AGREEMENT



BAIS allows its facilities to be rented out for activities. The following conditions apply:

- The activity sponsor must come in and meet with Pak Chevy (Facilities' Manager) and Paula Newell (Activities Director and Scheduler) concerning the possible agreement and check dates.
- BAIS will only plan outside events 60 calendar days (2 months) ahead as BAIS events are usually planned a quarter to a semester in advance (the dynamics of a school).
- The activity sponsor should understand that the activity must be supervised by him/her. The facilities can only be rented until 9:00pm and then cleaned until 9:30 pm.
- Participants must use the SATPAM bathroom for events planned for the Sports Hall or fields.
- The activity sponsor must estimate the number of participants in advance and pre-pay. Additional participants must pay the SATPAM upon entering the school. Sunday basketball is free to BAIS staff, parents and students but outsiders must pay the SATPAMs Rp 10,000 each.
- The activity sponsor must agree to have the group clean up after themselves or choose to hire a school custodian to come in and clean at Rp 25,000/hour following the event. If the facilities aren't cleaned to our standards, the group will automatically be charged in the future.

The following prices are set for the facilities' usage for non-school groups:

1	Sports Hall (basketball, volleyball, etc.) up to 3 hours	Rp 10,000/person
2	Soccer Field (soccer, outdoor games) up to 3 hours	Rp 10,000/person
3	Playground (includes the mini-soccer field) up to 3 hours	Rp 10,000/person
3	MPR (chairs and tables, ac, no sound system) – up to 3 hours	Rp 150,000/group
4	MPR (chairs, tables, ac, sound system) – up to 3 hours	Rp 300,000/group
5	Classroom w/ teacher's permission – up to 3 hours	Rp 100,000/group
6	Summer program (MPR [no sound] –2 classrooms–Sports Hall)	Rp 500,000/day/group
7	Summer program (same as above but with sound and ac)	Rp 650,000/day/group
8	Meeting package (MPR w/ sound, ac - 2 classrooms – 3 hours)	Rp 400,000/group
9	Additional hour (for hourly functions beyond the 3 hours)	Rp 50,000/hour
10	Custodian (to clean up after your group)	Rp 25,000/hour
11	FYI: people "on the street" wishing to use the SATPAM "wc"	Rp 1,000 (for SATPAMs)

AGREEMENT

1. Group Name: _____

Date: _____

2. Activity Sponsor's Name: _____

in Group: _____

3. Area to be rented: _____
 _____ Sports Hall (<3 hours)
 _____ Soccer Field (<3 hours)
 _____ Playground (<3 hours)
 _____ MPR without Sound (<3 hours)
 _____ MPR with sound (<3 hours)
 _____ Classrooms (<3 hours)

HP #: _____

4. Day(s) to be rented: _____

Time: _____

5. Deposit money: _____

Activity Sponsor Date

Paula Newell Date

Pak Chevy Hallatu, Date