



**Gym Rental Application**  
 598 Stevens Road, Ephrata, PA 17522  
 717-738-4266 | office@ephratamennonite.org

Name of Organization/Renter: \_\_\_\_\_

Individual Responsible: \_\_\_\_\_ Phone #(s): \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address: \_\_\_\_\_ Date(s) Needed\*\*: \_\_\_\_\_

Time Needed: \_\_\_\_\_ Number of Persons Expected: \_\_\_\_\_

Event Usage:  Family Event  Church/Youth Group Event  Athletic League  Other(describe) \_\_\_\_\_

Item and Description	Cost	Qty.	Ext. Price
Gym Rental Base Fee - <i>Includes Up to Four Hours (Setup time is billable and should be calculated into the total rental cost).</i>	\$120		
Gym Rental Additional Hours - <i>per hour charge over four hours</i>	\$25		
Kitchen Usage - <i>Gives access to Sinks, Stoves, Freezer/Fridge, Microwave, Coffee Pots, Electrical Outlets (You need to bring your own dishcloths and towels)</i>	\$40		
Scoreboard - <i>Useful for Volleyball or Basketball. Includes Wireless Controller</i>	\$20		
Sound System - <i>Wired and Wireless Microphones are available. A sound technician may be available for an additional fee.</i>	\$35		
<b>Grand Total</b>			

Other Amenities (No Charge with a Rental but need confirmed in advance)	Qty.
Volleyball Net(s) - Up to 2	
Indoor Basketballs	
Seasonal: <input type="checkbox"/> GaGa Court Ball <input type="checkbox"/> Soccer ball <input type="checkbox"/> Basketball <input type="checkbox"/> Softball Bases	

*Eight Foot Tables (QTY ~25) and Metal Folding Chairs (QTY~300) are stored under the stage for your use.*

**Reminder:** We do not send you a bill. Please submit payment to the school address within 7 days of the use of our facility. Thank you.

**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 Ephrata Mennonite School, the EMS 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 Ephrata Mennonite School, the EMS 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 functions (Longer notice would be given to renters that reserve the gym ongoing annually). 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 administrator), the school reserves the right to cancel gym usage at any time, including during an event. Approval of all rental applications is at the sole discretion of the Ephrata Mennonite School Administration and Board of Directors.

I have read and agreed to the attached "Ephrata Mennonite School Gymnasium and Premises Regulations" and "Liability Agreement."

\_\_\_\_\_  
 Signature Date

RETURN THIS APPLICATION TO THE ABOVE ADDRESS. IT IS A CONFIRMATION OF YOUR RENTAL DATE. NOTE: NO DATE IS PERMANENTLY RESERVED UNTIL THE SCHOOL RECEIVES THIS APPLICATION.

# Ephrata Mennonite School Gymnasium and Premises Regulations

598 Stevens Road, Ephrata, PA 17522  
717-738-4266 | [office@ephratamennonite.org](mailto:office@ephratamennonite.org)

## Rental Notes

- Please use the provided parking spaces and keep our grass fields in good condition and a four-square blacktop area available for use.
- If you need to cancel your reservation, please contact the school at least 72 hours in advance of your rental. Cancellation due to weather should be told directly to the gym caretaker.
- Only non-marking shoes should be worn for athletic activities in the gym.
- Indoor use of the following is not permitted because of the rubber floor in the gym: roller-blading, bike riding, skateboarding, rip-sticking, etc.
- No smoking, alcohol, profanity, or excessive noise on the premises.
- All signage along the road for any event must be pre-approved by the school administration. Please contact the school at [office@ephratamennonite.org](mailto:office@ephratamennonite.org) or 717-738-4266.
- The person listed as the “Responsible Person” on the rental application is responsible for enforcement of the rules for all attendees. This person is responsible to report any damages to the School Office.

## Clean up after group rental

- Put all chairs and tables under the stage.
- Place all trash in the outside dumpster.
- Clean up spills with a wet mop (found in the closet by the water fountain).
- Dry Mop Gym Floor (found in the closet by the water fountain).
- If using the kitchen:
  - Wash and return dishes and utensils.
  - Wipe down sinks and countertops.
  - Clean any spills in the fridge or ovens.
- Please leave the building by the ending time stated on the rental agreement

## \*\*Scheduling Notes

- **Monday through Thursday are default reservations for school events during the school calendar year and are not available.** These days can be reserved to external parties, but only by the express consent of the EMS Facilities Coordinator for each individual reservation. It should be noted that even if these dates are approved by the school administration, they are more likely to be subject to the 72 hour cancellation notice.
- Due to an ongoing church rental, **the second & fourth Sunday of each month the gym is unavailable all day.** Other Sundays, the gym may be available after 1 PM depending on the schedule.
- Due to the pending sale of this property, we are not accepting rentals beyond December 2022.

*Ephrata Mennonite School partners with parents and churches to challenge students to become Citizens of the **Kingdom of God**, who are **Lifelong Learners** and **Team Players**, through **Diligent Work** and **Academic Excellence**.*