



Conditions of Facility Use

Facilities Available & Hourly Rates

Facility*	Mon-Thurs Hourly Rate (2 hr. min.)	Fri-Sun Hourly Rate (3 hr. min.)
Auditorium (2400 ft ²)	\$50	\$65 (\$75 after 5PM)
Kitchen	\$25	\$30
Playground	\$20	\$25
A/V Equipment	\$30 per use	\$40 per use
Disco Lights	\$40 per use	\$50 per use

*Use of the facility includes main lobby restrooms.

Application For Use

A Facility Use Application is required for all groups requesting facility use, and completed applications must be submitted **at least two weeks prior to the event** to allow for processing; applications submitted earlier are appreciated. When completing the application, please take care to:

1. Type or print legibly.
2. Ensure the Facility User & Secondary Contact listed are official representatives of the organization that assumes legal liability for the event and are authorized to communicate with The Growing Place Montessori on behalf of the organization to request changes or cancellations of the Rental Agreement.
3. Ensure the requested time frame includes time for setup and cleanup.
4. Submit the entire application. (If approved, a copy will be provided to you with your confirmation letter.)
5. Include your full billing address and telephone number.

Be informed that it is the responsibility of the Facility User to be sure all insurance requirements and lawful regulations are met for their own organization as well as any external vendors. It is also the responsibility of the Facility User to inform any external vendors of the rules and regulations for use of the property.

Facility User & Secondary Contact

The Facility User and Secondary Contact, if applicable, listed on the application is the legal party requesting the facility. Any amendments or cancellations to the facility use agreement must be made by the facility user or secondary contact listed on the application. Requests for changes or cancellations by members of the organization who are not listed on the application will not be accepted.

Facility Rental Confirmation

You will receive a confirmation letter via email with a copy of your application and agreement confirming your reservation(s). The letter

will list the dates, times, applicable fees and due dates. Please contact us immediately if there is a discrepancy. It is the Facility User's responsibility to check for scheduling errors.

Kitchen/Playground Use

Rental of kitchen, playground, and picnic facilities require submission of additional agreements and observation of their rules and conditions of use.

One-time Event Fees

All fees and deposits due will be listed on your confirmation letter. A late payment fee of \$25 may be applied to payments made more than 5 calendar days after the payment due date. Events may be canceled if payment is not received by 4PM one business day prior to the day of the event.

Recurring Event Fees

Recurring events, when scheduled in advance, receive a 10% discount. Payment for a regular recurring rental is due on the 1st calendar day of the month, unless otherwise noted on your confirmation letter. A late payment fee of \$25 may be applied to payments made after the 5th day of the month, and your rental may be canceled if payment is not received by 4PM one business day prior to the day of the event. Repeated instances of late payment may result in discontinuation of the rental agreement.

Payments

Payment methods accepted include VISA, MasterCard, Discover credit/debit cards. Upon approval of your facility rental application, instructions will be provided to register for our online payment portal, where you may make payments and print custom receipts at your convenience.

Changes

Any changes to the original reservation must be made in writing using the Facility Rental Addendum at least two weeks prior to the requested change. No changes will be accepted over the phone. There is a \$10 charge for each change made to the original reservation. You may not give your reserved time to another group (each group must submit their own facility rental application).

Cancellations

Cancellation requests must be made in writing using the Facility Rental Addendum. A \$25 cancellation fee will be applied if the event is canceled within 14 days of the rental.

Schedule Conflicts

Please note that internal functions of The Growing Place Montessori take precedence over facility rentals; therefore, your event may need to be rescheduled or canceled with or without advance notice. While we do our best to provide as much notice as possible, there are no guarantees for facility use and we are not required to give notice of cancellation.

Insurance Requirements

All Facility Users are required to return and comply with the terms of our Facility Rental Insurance Requirement Agreement. The Growing Place Montessori must receive a Certificate of Insurance and be named as an additional insured party on an attached endorsement from your insurance provider. Your application is not considered approved until adequate insurance is received by the administrative office (even if the date has been held and you have received a confirmation letter). Events may be canceled if insurance requirements have not been met by 4PM the business day prior to the event.

Safety Standards

All applicable safety regulations and laws (federal, state, and local) must be observed by facility users. This includes noise ordinance, child supervision, and traffic laws. In the event that the authorities are called for any related disturbance (including noise ordinances or falsely pulling the fire alarm), the rental agreement may be terminated immediately and the Facility User will forfeit any applicable security deposit for the event.

Facility Users that have recurring use of the facility will also be required to hold regular emergency evacuation drills, and will be responsible for all costs associated with administering drills. All emergency exits must remain clear at all times, and may not be blocked by tables, chairs, or the like.

Restricted Areas

To ensure the safety and security of Emory and its contents as well as minimize liability to the Client, all non-rented areas are off-limits to the Client, Client's guests, and Client's independent contractor(s). Restricted areas include the reception office and equipment and supplies therein, staff lounge, classrooms, storage rooms, and any rental areas that are not reserved in advance. Any of these

individuals found in an off-limits area may be asked to leave the premises.

Use Restrictions

The use of the facility for private parties or religious ceremonies such as baby showers, wedding receptions, baptisms, birthday parties, etc. is discouraged. Use will be granted on a case by case basis at the owners' discretion.

Prohibited Items/Activities

Prohibited items and activities include (but are not limited to): firearms, weapons, gambling, alcoholic beverages, drugs or other illegal substances, generators, trampolines, rock climbing walls, 'jumpers' or other large inflatable vinyl items, smoke/fog machines, bubble machines, pyrotechnics, barbeques, any open flame (including candles), fireworks, silly string, confetti/glitter, or live animals. Contact the administrative office for more information.

Invitations/Advertising

A copy of the invitation and/or any announcement for the Event must be approved by Emory. The Client agrees to make all reasonable changes to the copy if any are requested by Emory. Under no circumstances can any Emory telephone number be printed on invitations or announcements.

Decorations

Glitter, confetti, sand or any substance that causes litter or debris inside or outside the building or on the grounds is prohibited. Tape and adhesives must be approved by the administration. No pins, tacks, nails, or any other puncturing devices are allowed. Helium balloons are prohibited in the auditorium and reception area, but may be used in the playground or ...

Smoke, Drug and Alcohol Policy

There shall be no smoking/vaping or use of tobacco products or illicit drugs of any kind, or use/possession of alcohol on the property, whether indoors or outside. This includes parking lots, sidewalks, fields and playgrounds. Violations will result in termination of the event, forfeiture of security deposit, and denial of future applications.

Supervision

It is the responsibility of the Facility User to properly supervise the event and its participants, including all minors. This may require hiring qualified staff or security guards during the event.

If at any time minors are to be supervised in the physical absence of their parents or guardians, supervisors must be qualified with appropriate credentials and background clearance (See "Enrichment/External Instructors," below). Children must be supervised at all times with one adult per six children under 3, twelve children between the ages of 3-12, and 15 children between the ages of 13-18. Children must be within view of an adult at all times and may not be allowed unsupervised in any part of the premises at any time.

Rental Hours

Rental events on days the school is open may begin as early as 6:00pm. Rental events on non-school days may begin as early as 7:00am. All events must be concluded by 10:00 pm. Facilities and campus parking lots must be completely vacated no later than 11:15 pm. There will be additional charges if these restrictions are violated. Due to noise abatement issues, these timelines are strict.

Clean-Up and Maintenance

It is the responsibility of Facility User to leave the facility as it was found, including proper maintenance of all fixtures and equipment. For example, chairs and tables must be put back into their original places, floors must be left free of debris, restrooms left clean and tidy, and trash must be taken out to the dumpster.

Approved cleaning supplies are provided by the Facility and are located adjacent to the Auditorium in the janitorial supply area. Gloves should be worn with all cleaning solutions. Please do not use your own cleaning supplies, as they may be too abrasive or not meet hazardous materials requirements. Cleaning towels, brooms, and floor sweepers are provided. Facility Users should provide their own vacuum if needed.

Any supplied or rented belongings must be removed from the facility prior to the event's end, or stored in such a manner as mutually agreed by both parties prior to the event. Failure to comply will result in additional charges at the owner's discretion.

The Facility User is responsible for any cleaning or maintenance services that arise out of failure to return the facility to its original condition. Failure to comply with cleaning and maintenance requirements will result in additional charges and/or forfeiture of any applicable security deposit.

Seating

There are a number of folding chairs available and stored on mobile racks. Please return chairs to their proper storage racks when not in use, and take care not to push the racks across the wood dance floor. Additional chairs needed will need to be supplied by the organization requesting the facility. The maximum total capacity of the Auditorium space is 273, per the fire code.

Parking

All vehicles must be parked in designated parking stalls in the front or rear parking lots of The Growing Place Montessori campus. No curbside parking or parking in any area designated with red or yellow markings. Three accessible parking spaces are available, and vehicles must be clearly marked with an approved placard or license plate. Failure to comply may result in the vehicle being towed at the owner's expense.

Enrichment/External Instructors

Any Facility Users that will allow adults other than parents/guardians to physically interact with and supervise minors under the age of 18 must have appropriate credentials and Live Scan fingerprinting on file

with the Department of Justice. More information is available through the administrative office.

Facility Entry

Facility Users will be provided with an individualized pincode for access to the front door of the building. Upon arrival, perform an informal walk-through of the premises and note anything that is out of place or not as you expected. If an unusual or unsafe occurrence takes place during the event, please call Datta or Dilip at 858-204-7303 or 858-735-0539. Facility Users are responsible for closing up, locking, and securing the facility, as well as all set up and clean up involved with the event. Failure to secure the facility may result in forfeiture of security deposit and/or denial of future applications.

Publicity/Use of Name and Logo

Client shall not use the name of the school, any trade name, service mark, trademarks, acronym or logo of The Growing Place Montessori in any publicity releases, advertising or any other publication without The Growing Place Montessori's prior written consent.

Facility Exit

Facility Users are required to ensure all lights are off, and doors and windows in the rental area are closed, locked, and secured as they were found upon entry. (Some security lights remain on at all times and do not have a switch, including the area adjacent to the restrooms.) The Facility User must be the last person to leave the facility, ensuring that all event attendees have vacated the property or are leaving with the Facility User. The facility user is responsible for ensuring that all events must conclude no later than the time specified on the Agreement.

First Aid

Facility Users should have a first aid kit available for use during their rental.

Kitchen Use

No admittance to the kitchen is allowed without express written consent. All food served must comply with San Diego Health Department regulations. Any catering or sale of food products must be licensed by the health department, with a current Health Certificate posted clearly on the premises. Safe food-handling and handwashing practices shall be practiced accordingly.

Food and Beverages

No food or drinks are allowed in the facility without kitchen rental. Food and drink are allowed in the auditorium only with seated meals and full table service (no buffet-style food service is allowed). This includes coffee and water. At no time is food allowed on the wood dance floor.

Food and drink may also be served on the playground in the designated picnic area, with advanced reservation of the kitchen & playground.

No stoves, hot plates, barbeques, open flame, or other gas or electric heating devices shall be used. Sterno-style chafing dishes are acceptable in the kitchen and in the designated picnic area, but should never be left unattended. Should chafing dishes be used, ensure you locate the nearest available fire pull stations and fire extinguishers before use.

Animals

No dogs or other animals are allowed on the premises, except trained service dogs; emotional support animals are not permitted. This applies to Facility Users and any attendees of the user's event.

Termination of Event/Denial of Application

Violation of the Conditions of Use may result in termination of the event and forfeiture of the security deposit. Applications may be denied if past use of facilities has resulted in violation of rules, abuse of the property, unpaid invoices or unpaid costs for damages.

Air Conditioning/Heating

The facility is equipped with central cooling and heating to ensure a comfortable environment for your event. The system will be programmed to a reasonable temperature range of 68-73 degrees. Events that involve dancing or other strenuous physical activities may request a lower temperature range, approved at the owners' discretion. Thermostat controls are password-protected and facility users will not be able to change these temperatures during the facility rental period.

Facility Staff

Owners and members of the school leadership team are permitted to enter the premises at any time, unannounced, to monitor the use of the facility. Additionally, from time to time our custodian or other staff members may be working in other areas of the school during your facility rental period, which may include shared use of the lobby restroom facilities.

Mandated Reporters

All staff members at The Growing Place Montessori are mandated reporters and required by law to report any signs of suspected child abuse or neglect. Should a staff member on campus observe a concern while on campus during a User's event, they are required to make a report to the appropriate Social Services department.

Damage

If damage occurs during the event, all charges associated with repairing the damage will be billed to the Facility User. Partial refunds of the damage deposit may be made after all repair work has been completed provided charges do not exceed the deposit amount. Charges exceeding the damage deposit will be billed to the Client. A minimum charge of \$100 will be levied in all cases of damage. Client hereby assumes full responsibility for the acts and conduct of all persons admitted to TGPM by the consent of the Client or by or with consent of any person acting for or on behalf of the Client, which persons include all patrons and guests. In the event any portion of the facility, or any portion of the building or grounds of which Emory is a part, shall be damaged by the act or omission of Client or by

Client's agent, employees, patrons, customers guests, invitees, licensees, or any other persons admitted to Emory by the Client, the Client shall pay Emory upon demand such sum as shall be necessary to restore the damaged property to the condition that existed prior to the occurrence of the damage. The amount of such damage shall be considered rent hereunder. Client assumes full responsibility for Client's vendors.

Responsibility to Clients

The Growing Place Montessori values its relationships with Facility Users and appreciates the opportunity to partner with organizations in our community. As a full day preschool, serving our students, staff, and family clients is always a first priority. We rely on Facility Users to be aware of and observe all policies in the Conditions of Facility Use, including deadlines for submitting applications, changes, and cancellations. Due to this, applications or requests for changes/cancellations outside of the minimum required notice period may be unable to be processed due to our staffing limitations.