**Hourly Rental Information**

**Family Education Center**

10193 Washington Hwy

Glen Allen, VA 23059

(804) 410-4HRG

The Family Education Center is available for hourly rental for classes, workshops, and special events during the day. You can visit the website at <http://www.homeschoolresourcesgroup.org> for  more  info  on  our  community, or email [info@homeschoolresourcesgroup.org](mailto:info@homeschoolresourcesgroup.org) or call Shari Robinson at (804)410-4474 for more information on rentals.

**RENTAL POLICIES**

**Payment and Reservations:** The following policies apply unless other arrangements have been made.

**Rental  rates  (2017-2018)**:

$25  /  hour

$90 / up to 4 hours

$185 / up to 8 hours

$250 / more than 8 hours in a single day

**Setup/Cleanup:** A minimum of ½ hour of setup/cleaning time will be added to all rental times should you require the Center to arrange space for your use.

**Reserving  space:** A non-refundable, non-transferrable deposit of $25 holds your time. This deposit will be deducted from your rental invoice.

**Payment  due:**    Full  payment  for  a  one-­‐time  event  or  on-going groups is due on

The date of the event  or  group  meeting.    Full  payment for a series of classes is due by the first day of the class. Payments can be made by cash, credit card, or check payable to Pierian Spring Foundation, Inc.

**Member rentals:**    Members are entitled to a rate discount of ½ off the hourly rental rate for up to three rentals. They also receive one free hour of monthly classroom rental.

**Building Policies**

1. **Be kind  to  the  neighbors.**    Please be considerate of other guests in the facility during use.

2. **Leave the  space  clean  for  the  next  user.** We all work together here to care for the  space  and  create  a  community  of  classes  and  events.    Please return the space to the condition at rental.

3. **Be careful with fire.** Candles, incense, and chemistry are allowed in the space, but take care to burn items in safe containers, and to be aware of their condition at all times. Also, take care not to drip wax (or paint, glue, or other difficult substances) on the carpet or floor, as it can be very difficult to remove. ***No smoking is allowed in or in front of the building***.

4. **If  you  break  it  you  pay  for  it.** You are responsible for any damages to the space that happens as a result of your rental activity – broken windows, glass, etc.

5. **Alcohol is not allowed at any publicly advertised events.** Alcohol may be served at private events if the renter does the following: 1) Purchase a banquet permit; 2) Purchase a “Special Events Endorsement” in the amount of at least $1 million from his/her insurance company that lists “Lil Ozone”, “Pierian Spring Foundation, Inc.” and “Homeschool Resources Group” as “also insured.” Copies of both documents must be provided to Shari Robinson before rental.

**RENTER INFORMATION**

Name:

Address:

           \_

Phone:    \_ (Work)

     (Home  /  Cell)

E-­‐mail:

Emergency  contact:

              Phone:

**RENTAL AGREEMENT**

Specifics of  the  rental  arrangement  are  as  follows:

**Dates rented**:

**Rental times:**   \_

**Type  of  event:**    \_

                                                           \_  **Number  of  people  expected  at  event:**  **Any  special  requests:**  \_

**Payment  arrangement:**

**Key**                    \_  Checked out                            \_ Returned

I  understand  that  Pierian Spring Foundation, Inc.  and  Homeschool Resources Group are  not  responsible  for  any  items  lost  or  stolen  from  the  Center;    nor  are  they

 responsible  for  injury  or  damage  to  persons  occurring  during  my  rental  period.

 I  agree  to  hold  Pierian Spring Foundation, Inc.  and  Homeschool Resources Group  harmless  from  liability  on  account  of  any  injury  or  damage  arising  from

my  use  of  the  space.

     Renter’s  signature             Date

(For office use only)

**Membership status**                    \_  Current                            \_ Expired

 \_ Non-Member

Member rentals during current month: 1 2 3 4 or more

Rate charged:

Hours used: