

Hourly Rental Information Family Education Center

2101 Maywill St
Richmond, VA 23230
(804) 410-4HRG

The Family Education Center is available for hourly rental for classes, workshops, and special events. You can visit the website at <http://www.homeschoolresourcesgroup.org> for more info on our community, or email 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 (2015):

\$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 publically 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 “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

