



901 SMILE WAY, YORK, PA 17404 • 717.843.7891 / FAX 717.854.0720 / WWW.RAYAC.COM

## Classroom Rental Agreement

\_\_\_\_\_  
Company

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Topic

\_\_\_\_\_  
Phone

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Rental Date Time Period

\_\_\_\_\_  
E-mail

I hereby agree to the following:

- **Requirements to Reserve Facility** – Signed Rental Agreement; and if applicable, full payment and a certificate of liability insurance coverage.
- **Liability Insurance Coverage** – If applicable, a certificate of liability in the amount of at least \$1,000,000.00 naming RAYAC as additional insured. We will keep these certificates on file for 1 year.
- **Repairs and Damages** – The above-referenced liability insurance would need to cover any item damaged in the **entire premises**; including, but not limited to AV equipment.
- **Scheduling Policy** – Classroom is available Mon. – Fri. 8 am – 4 pm. The classroom may be rented other than the hours previously listed upon request and for a fee. Rooms cannot be reserved more than 90 days prior to the event.
- **Class/group size** – Classroom maximum 64.
- **Recruitment** – Recruitment is prohibited.
- **Promotional Material** – RAYAC is to receive copies of all promotional material.
- **Right of Refusal** – RAYAC has the right to refuse any organization/topic.
- **Arrival/set up** – Upon arrival, lessee must check-in at front desk and may set up no more than one hour prior to event.
- **Equipment Usage** – There is a \$25.00 charge to use any of RAYAC’s equipment and arrangements must be made in advance. RAYAC’S EQUIPMENT MUST BE SET-UP BY RAYAC STAFF.
- **Alcohol/Smoking/Pet Policy** – NEITHER ALCOHOL NOR SMOKING is permitted. Pets are not permitted with the exception of service animals.
- **Food** – Lessee must handle all arrangements for food delivery/pickup, and all items must be removed from premises upon completion of event.
- **Trash Removal** – FACILITIES ARE TO BE LEFT CLEAN AND ALL TRASH REMOVED FROM SITE BY LESSEE.
- **Furniture Placement** – All furniture must be returned to original configuration upon completion of usage.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today’s Date