

**Washington College Academy  
The Student Center Event Venue  
Event Rental Agreement**

This contract for the rental of a venue is made this day \_\_\_\_\_,  
by and between Washington College Academy, a 501(c)(3) in Tennessee, hereafter referred to as  
WCA and \_\_\_\_\_, hereafter referred to as RENTER.

Whereas the RENTER desires to temporarily rent, occupy, and make use of WCA's venue located  
at 116 Doak Lane, Limestone, TN that is known as The Student Center Event Venue and

Whereas, WCA agrees to such rental, occupation, and use in consideration of certain payments  
and covenants herein enumerated.

Now, therefore, the parties agree to the following terms and conditions:

**The Venue**

The RENTER shall have access to and use of the venue from  
\_\_\_\_\_ o'clock on \_\_\_\_\_,  
to \_\_\_\_\_ o'clock on \_\_\_\_\_, for the purpose of  
hosting the RENTER'S \_\_\_\_\_ event.

The venue is described as the STUDENT CENTER located on the far end of the gymnasium  
building in the Harris/Jablonski Gymnasium on the WCA campus. The rental includes the use of  
the STUDENT CENTER room, the kitchen area and access to the bathrooms in the hallway. The  
entrance to the STUDENT CENTER is the main entrance to the building. After entering, the  
venue is to the right at the end of the hall. The girl's bathroom is located outside of the venue  
and the boy's bathroom is on the other end of the hallway. At no time are RENTERS to enter the  
gymnasium or any rooms in the building other than the STUDENT CENTER and the bathrooms.  
Should RENTER and/or their guests fail to abide by this, RENTER and/or guests will be asked to  
leave the premises and no refund will be given.

Parking is available in front of the Harris/Jablonski Gymnasium and along the back of the  
parking lot facing the wooded area. Please note that part of the parking area in front of the  
building is a public road with the potential for traffic. Please use caution when in the parking  
area and refrain from loitering in the road area or allowing children to play in that area.

**Rental Fees**

The RENTER shall pay to WCA the rental fee of

\_\_\_\_\_ Half a day event (four hours or less) **\$40**

\_\_\_\_\_ All day event (more than four hours) **\$80**

plus the Security Deposit (described below) by cash, check or PayPal at the time of signing this  
contract.

**Security Deposit**

A security deposit of **\$30** is to be paid in addition to the rental fee listed above. The security deposit will be refunded to RENTER in full within two weeks after the event, provided the premises are left clean and there are no damages. The security deposit may be waived if the rental is for monthly use.

**Cancellation Policy**

If the event is cancelled the rental fee and security deposit will be refunded in full.

**Responsibilities**

- The RENTER is responsible for setting up and cleaning the venue after the event.
- The RENTER may decorate the premises for their event and agrees to remove all decorations before the end of the rental period and return the premises to its original condition.
- The RENTER shall remove all personal property and any other items that were not present in the venue when RENTER took control of it.
- The RENTER shall be responsible for any and all damages to the building or premises caused by the RENTER or by the RENTER’s associates, guests, invitees, contractors, or any other persons who enter the venue during the rental period, whether or not such persons entered with the RENTER’s knowledge or consent. The RENTER’s responsibility includes all damages occurring during the rental period that exceed the amount of the security deposit.
- All garbage is to be placed in the garbage can in the kitchen before exiting the premises.

**Liability**

The RENTER will be solely liable for any injury occurring to any of RENTER’S guests, invitees, contractors or other persons using the rented premises and shall indemnify and hold WCA harmless from the same.

**Signatures:**

By signing below, both parties agree to the terms and conditions set forth in the Event Rental Agreement.

\_\_\_\_\_  
Total Paid (Rental Fee plus Security Deposit)

\_\_\_\_\_  
Renter Signature / Date

\_\_\_\_\_  
WCA Representative Signature / Date

\_\_\_\_\_  
Renter Printed Name

\_\_\_\_\_  
WCA Representative Printed Name

\_\_\_\_\_  
Renter Address

\_\_\_\_\_  
Renter Email Address

\_\_\_\_\_  
Renter City, State, Zip Code

\_\_\_\_\_  
Renter Cell phone number