

IMPACT POINT (IP) RENTAL GENERAL INFORMATION

SCHEDULING & GENERAL GUIDELINES

1. IP coordinator is responsible for approval and scheduling. The coordinator reserves the right to deny room/facility use at their discretion. Email Meredyth Moore at mmoore@cindayacademy.com to inquire about availability and more information.
2. To confirm your dates and times, you will be required to submit the \$50 security deposit, this is nonrefundable, but will be credited to invoice. Please make your check payable to: The CinDay Academy, Attn: IP coordinator, 11 Sycamore Creek Dr, Springboro OH 45066. Or Venmo @CinDay-Academy
3. We accept requests for use by public and community events based on facility, staff availability and group needs. Impact Point is available for rental to parents and organizations within our CinDay Academy and surrounding Dayton community that fits within our mission: serving children and activities that support the arts & fitness.
 - a. Approved list of rental activities:
 - Sports: basketball and volleyball or Fitness: yoga, Zumba, martial arts
 - Drama club or other stage presentations
 - Arts & Music activities
 - Birthday and Family event parties
 - b. If your activity is not on the above list, it will possibly be considered if:
 - It is a low impact activity- no hard balls or other equipment that could potentially damage or leave marks on the dry wall
 - It will not tear or scuff the gym floor
4. A certificate of insurance may be required for parties using the facility. This is a certificate of comprehensive liability covering personal injuries, wrongful death and claims of property damage with a combined single limit of not less than \$1,000,000 per occurrence. This certificate needs to name The CinDay Academy as the named insured.
5. Recurring events will be evaluated after 2 weeks, then every three months afterwards by the IP coordinator. If rules are not followed, The CinDay Academy may negate the rental agreement at anytime. Any group may be denied use of the IP facility at anytime if the activity conflicts with any CinDay Academy event or if the facility is in any way misused.
6. All scheduled events will have a single individual identified to be accountable for the group's activities.
7. Building use fees will be based upon how much of the building is being requested, how many people are involved, the nature of the event and the anticipated expense IP will incur as a result. For events occurring outside normal operating hours that require a IP representative's presence, fees may be higher.
8. Requesting any additional equipment requests will incur an additional fee.
9. Broken, damaged, missing items or additional costs incurred for clean up and repair will be charged to the recipient. If our staff has to clean up after an event, it will be \$40 per hour fee.
10. IP and The CinDay Academy is not responsible for the event in any manner and the recipient will indemnify and hold harmless IP and CDA, its agents and employees against all claims, demands, damages, injuries, liability, cost and expenses including attorney fees that may arise or be incurred from or related to the event. IP and CDA shall not be required or expected to provide security of any kind and makes no implicit or explicit warranty regarding the premises, equipment, fixtures or furniture.
11. Normal operating hours are 9am-4pm Monday – Friday. An event may be scheduled after normal business hours, based on availability. Normally, the facility will be closed and locked no later than 10pm. Special permission must be obtained to keep it open longer.

POLICIES & PROCEDURES

1. **LOST ITEMS:** IP and The CinDay Academy is not responsible for lost or stolen items. Lost and found items will be held for 30 days. After 30 days, items in good condition will be taken to Goodwill. All else will be discarded.
2. **TOBACCO & SUBSTANCE USE:** Smoking, illegal drugs or controlled substances are not permitted inside the facility. Sexually explicit images, firearms, the use of profane or vulgar language and any other conduct inconsistent with principles, values and core beliefs of IP will cause cancellation or immediate termination of the event.
3. **SET UP & TEAR-DOWN:** Each event is responsible for its own set-up, tear-down and clean up.
 - a. The use of decorations needs to be coordinated & approved. No decorations may be attached (taped, stapled, tacked) to the walls, ceilings or doors. **ONLY 3M removable tape is allowed.**
 - b. Small items such as confetti or slime are not allowed in the building.
 - c. Candles may be used only for birthday cake and supervised at all times. No other candles are allowed.
 - d. No fog machines of any kind.
 - e. The space must be left the way it was found.
4. **CHILDCARE:** Children should not, at any time, be left unsupervised anywhere in the facility, including parking lot and outdoor areas.
5. **SUPPLIES & EQUIPMENT:**
 - a. The use of school supplies or equipment is not permitted. Must obtain prior approval if needed and may require added fee.
 - b. The climbing wall may not be used.
 - c. Please do not move equipment or supplies out of rooms without prior approval.
 - d. Request for additional set-up & tear-down assistance will be scheduled at the time of scheduling the event.
 - e. Electronics & audio/visual equipment must be requested during scheduling event.
6. **FOOD:** Food is allowed to be brought into the facility. However, cooking is not permitted. All areas must be completely cleaned upon leaving. Including taking the garbage out to outdoor containers.
7. **MEZZANINE & OTHER AREAS:** no one is permitted on the upper level. No one is allowed on the climbing wall, hallway under the stairs, in the utility closet or in classrooms.
8. **FACILITY PERMITTED USE:** only the group scheduled may use the space and only for the time scheduled. If you arrive earlier or stay later than the scheduled time, an additional rental rate will be applied to invoice.
9. **CANCELLATION POLICY:** Must cancel prior to 48 hours from date of event or the rental rates will apply for time scheduled. ***This will be enforced, due to high demand of the facility.
10. **PAYMENT:** All payments will need to be paid before use of facility. If you have multiple rental dates, then need to notify 48 hours before need to cancel or reschedule, we will reimburse as needed.
11. **CHECK LIST: RENTAL KEY:** Rental key is to be picked up during office hours on Friday and returned in the drop box outside of the main central building mailbox. Prior to leaving, the check list must be completed & returned with key (trash out, lights off, key returned, security system turned on) A \$10 fee will be assessed if the rental key is not returned.

RENTAL RATES (HOURLY)

	Member	Non Member
Gym:	\$50	\$60

Renter Signature: _____ Date: _____

For office use only

Security Deposit ck # _____ or Venmo _____ Date paid _____ Amount: _____
 Balance Ck # _____ Or Venmo _____ Date paid _____ Amount: _____