



Rental Guidelines:

1. **Rental Paperwork** - The following is a list that outlines the necessary paperwork to confirm a rental:
 - a. Event Rental Agreement - Provides basic contact info and summary about your rental, including contract-related questions, pricing, and deposit info.
 - b. Event Rental Contract - This is our legally binding rental contract
 - c. Event Set Up Request - Provides more detail outlining your rental needs (furniture, A/V, kitchen, schedule, and vendor contact info)
 - d. Alcohol Permit Application - Only necessary if you want to have alcohol at your event.
 - e. Proof of Insurance - This will depend on the particulars of your rental agreement and may include:
 - i. Business liability
 - ii. Liquor liability
 - iii. Host liquor liability
 - iv. Special event insurance
2. **Insurance** - For all events a Certificate of Liability Insurance that shows the event description and location, with The Sage School listed as Additional Insured, is required. Business clients can provide certificates from their existing policies. Individual clients can purchase special event coverage from their insurance provider or use the following link with info customized to our contract requirements.
 - a. TheEventHelper.com - <https://www.theeventhelper.com#H2yzcf>
3. **Respect the Facilities** - The Sage School Campus is both an educational institution and a valuable community resource, please care for it as you would your own home.
4. **Parking** - There are 96 lined parking spaces on Quigley Farm Road and in the school parking lots. An additional 35 cars can fit in overflow dirt spaces in the NW corner of the parking lot and the NE corner of the emergency fire loop. Under no circumstances should cars park in or block the emergency fire loop on the east side of campus.
5. **Setup** - Please allow time before and after your rental to set up the space as you need and put it back as you found it when your use concludes. Details about load-in times can be detailed in the Event Set Up Request form.

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6. **Resources Available** - You are welcome to use any of the resources listed on our Rental Resource Inventory list as part of your rental agreement. Any additional tables, chairs, or other equipment needed will be your responsibility to rent from an outside vendor, pay for, and return.
7. **AV Needs** - The school has a variety of AV resources ranging from large 75" TVs (both rolling and wall-mounted), Epson projectors, a portable PA system, wireless microphones, and projection screens that are available with your rental. Please outline your specific AV needs in the Event Set Up Request Form. Any additional requirements beyond the resources identified in our Rental Resource Inventory are your responsibility
8. **Bands/Dancing** - If your event plans to have live music, the band is required to set up on a stage. Additionally, a dance floor is required for dance-intensive events (both inside and out)
9. **Food & Drink** - Food and drink may be served in any of the downstairs Barn spaces but not in the Senior Conference Room, Studio Classrooms, or Creative Spaces – please ensure it is all cleaned up before you leave.
10. **Trash and Recyclables** - Trash and cardboard dumpsters and recycle bins are located at the east end of the school parking lot. Please take all garbage and recyclables to the appropriate bins at the end of your event.
11. **Additional Requirements** - These requirements pertain to large events with more than 200 guests:
 - a. Events with over 200 guests are required to be by invitation only to avoid overcrowding. Additionally, the event manager must arrange for additional trash service either with The Sage School (\$80) or through Clear Creek Disposal.
 - b. Events with over 250 people that feature a band will be required to have at least two security guards to assist with crowd control. Additionally, they must rent more bathrooms from Clear Creek Disposal.
12. **Security Deposit** - Any security or cleaning deposit will be returned per your rental agreement after staff confirms there are no major spills or damage.