

LEGAL ROOM HIRE AGREEMENT FORM FOR EDUCATIONAL VENUES

PARTIES

Educational Institution/Lessor: Name: [SCHOOL/UNIVERSITY NAME] Address: [FULL ADDRESS] Phone: [PHONE NUMBER] Email: [EMAIL ADDRESS] (the "Institution")

Hirer/Lessee: Name: [FULL NAME OR ORGANIZATION] Address: [FULL ADDRESS] Phone: [PHONE NUMBER] Email: [EMAIL ADDRESS] (the "Hirer")

1. PREMISES DESCRIPTION

The Institution agrees to rent to the Hirer the following educational space (the "Premises"):

Room/Space	Location	Capacity	Educational Amenities Included
[AUDITORIUM/CLASSROOM/LAB]	[BUILDING/FLOOR]	[MAX # STUDENTS]	[Projector, Smartboard, Desks, WiFi, Whiteboards, etc.]

Total Space Size: [SQUARE FOOTAGE] sq ft Fire Code Compliance: Maximum occupancy [#] per local regulations Photos/Floor Plan: Attached as Exhibit A

2. RENTAL PERIOD

Date Start Time End Time Purpose of Hire

[DATE] [TIME] [TIME] [SEMINAR/WORKSHOP/COMMUNITY EVENT/EXAM]

Total Rental Duration: [X HOURS/DAYS] Setup Time Allowed: [X HOURS BEFORE START] (Max 8:00 AM) Cleanup Time Allowed: [X HOURS AFTER END] (Max 10:00 PM)

School Hours Restriction: No access during [SCHOOL DAY TIMES] unless approved

3. RENTAL FEES & PAYMENT TERMS

Description	Amount	Due Date	Payment Method
Rental Fee	[\$[AMOUNT]]	[DATE]	[Check/Wire/School Portal]

Description	Amount	Due Date	Payment Method
Security Deposit (Refundable)	[\$[AMOUNT]]	[DATE]	[Same as above]
AV Equipment Fee	[\$[AMOUNT]]	[DATE]	[Projector/Smartboard Usage]
Custodial Fee (After Hours)	[\$[AMOUNT]]	[DATE]	[Post 5 PM events]
TOTAL	[\$[TOTAL]]		

Payment Schedule:

- 50% deposit due upon signing: [DATE]
- Balance due: [DATE - 14 DAYS BEFORE EVENT]

Late Fee: 1.5% per day after due date. **Non-Profit Discount:** 20% for 501(c)(3) organizations (attach proof)

4. SECURITY DEPOSIT

- **Amount:** \$[AMOUNT] (*Minimum \$500 for auditoriums*)
- **Purpose:** Cover damages, cleaning, overtime fees, or violations.
- **Refund:** Within **10 business days** post-event, less deductions.
- **Conditions for Full Refund:**
 - Premises left in original educational condition
 - All technology returned functional
 - Compliance with child safety protocols
 - No unauthorized use of school name/logo

5. EDUCATIONAL RULES & RESPONSIBILITIES

Hirer's Responsibilities:

- Provide **\$2M liability insurance** naming Institution as additional insured
- Comply with **FERPA** privacy laws (no student data collection)
- **Background checks** for all staff/volunteers working with minors
- No **alcohol, tobacco, or vaping** on entire campus
- No **political/religious materials** without prior approval

- Return all **[DESKS/CHAIRS]** to original classroom arrangement
- **Silence alarms** and report IT issues immediately

Institution's Responsibilities:

- Provide clean, secure educational facility
- Ensure **working technology** (test 24 hours prior)
- **On-site supervisor** during rental hours
- Emergency procedures posted
- ADA accessibility compliance

Prohibited Activities: Pets, open flames, amplified sound >85dB, subletting, commercial filming without permit.

6. LIABILITY & SAFETY COMPLIANCE

- **Hirer Liability:** Responsible for all injuries/damages during rental period.
- **Child Protection:** Events with minors require **2:1 adult supervision ratio**.
- **Insurance Required:** Certificate due **14 days** before event.
- **Indemnification:** Hirer defends Institution against all claims.
- **Institution Not Liable:** For lost items or third-party actions.

Emergency Contacts:

- Campus Security: **[NAME/PHONE - 24/7]**
- Principal/Dean: **[NAME/PHONE]**
- Fire Dept: 911 | Police: 911 | Medical: **[NURSE OFFICE]**

Health Protocols: Follow current **[CDC/STATE]** COVID guidelines.

7. CANCELLATION POLICY

Cancellation Notice Refund Amount

30+ days before 100%

14-29 days before 75%

Cancellation Notice Refund Amount

7-13 days before 50%

Less than 7 days 0%

Institution cancels 100% + rescheduling priority

Force Majeure: No liability for school closures, weather, or health emergencies.

8. DAMAGE & EDUCATIONAL CLEANING

- Hirer responsible for returning to **classroom-ready condition**.
- **Cleaning Fee: \$[AMOUNT]** if technology/desk damage found.
- **Technology Repair:** Billed at **actual cost + 25% admin fee**.

Move-Out Checklist:

- Desks/chairs in rows (per classroom standard)
 - Whiteboards erased
 - Projectors powered off/cables stored
 - Trash in designated bins
 - Doors locked, lights off
 - Technology tested functional
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9. TECHNOLOGY & EQUIPMENT INVENTORY

Item	Quantity	Condition	Replacement Cost
Smartboard	[#]	Excellent	\$3,500
Student Desks	[#]	Good	\$150 each
Projector	1	Excellent	\$1,200
Microphone System	1	Good	\$800
Extension Cords	[#]	Good	\$25 each

Damage Policy: Hirer liable for full replacement value.

10. GOVERNING LAW & DISPUTE RESOLUTION

- **Governing Law:** State of [STATE], Education Code [#].
 - **Disputes:** Mediation through [LOCAL EDUCATION ASSOCIATION]; if unresolved, arbitration in [CITY].
 - **Entire Agreement:** Supersedes all prior discussions.
 - **FERPA Compliance:** Hirer acknowledges student privacy obligations.
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11. APPROVALS & SIGNATURES

Institution Representative: Signature: _____ Date: _____
_____ Printed Name/Title: [PRINCIPAL/DEAN]

Hirer: Signature: _____ Date: _____ Printed Name: _____
[NAME] Organization: [IF APPLICABLE]

Witness: Signature: _____ Date: _____ Printed Name: _____
[CAMPUS SUPERVISOR]

Board Approval (*Required for >\$5,000 rentals*): Signature: _____
_____ Date: _____

EXHIBITS

- **Exhibit A:** Floor Plan & Room Photos
 - **Exhibit B:** Equipment Inventory & Values
 - **Exhibit C:** Insurance Certificate
 - **Exhibit D:** Background Check Verification
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EDUCATION-SPECIFIC NOTES:

1. Replace [BRACKETS] with your school details
 2. Attach **district policy** if required
 3. **FERPA training** recommended for hirers
 4. Consult **school attorney** for events >100 attendees
 5. **Annual review** of agreement required
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Legal Disclaimer: This is a *Legal Room Hire Agreement Form for Educational Venues* template compliant with general education standards. Not legal advice. Consult district counsel for state-specific requirements.

[DOWNLOAD AGAIN: Word | PDF]

This facility rental agreement template Word version expands to 3 pages for comprehensive educational coverage. PDF fits neatly for board presentations.

Total Words in Template: ~950 (*Ready for immediate school use!*)

Quick Implementation Guide for Educators:

1. **Download** Word or PDF
2. **Customize** with **[BRACKETS]** (15 mins)
3. **Email** to hirer with e-signature request (HelloSign free)
4. **File** signed copy in district records
5. **Schedule** supervisor walkthrough

Pro Tip: Use this hall rental agreement template for PTA events, teacher workshops, or community classes – protects your school AND builds community trust!

Your **Legal Room Hire Agreement Form for Educational Venues** is ready! Start securing your campus rentals legally today. 📄🌟