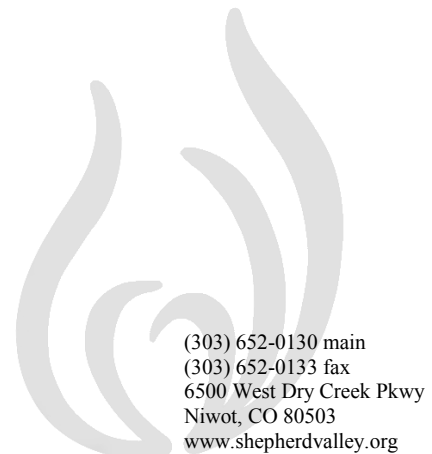




Shepherd Valley Waldorf School welcomes individuals and organizations to rent our campus facilities. All rentals shall observe the following guidelines:

1. Programs must be complimentary with Waldorf Education.
2. Children must be appropriately supervised at all times.
3. Programs must adhere to a non-discrimination policy comparable in scope to that of the school. Refer to the [Shepherd Valley Waldorf School Parent Handbook](#) for a copy of the policy.
4. Programs must provide proof of insurance, naming the school as an additional insured. To be consistent with the school's policy, coverage limits of at least \$1,000,000/2,000,000 need to be specified.
5. Programs must agree to the rental fee, which may include charges for janitorial or security services.
6. Programs that offer public performances will acknowledge Shepherd Valley for use of its facilities in their program notes.

Room rental requests need to be submitted to the school office for approval; copies of the rental request document are available by calling the school at 303-652-0130.





Shepherd Valley Waldorf School  
Room Rental Agreement

Renter's Name \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Date(s) of Rental \_\_\_\_\_  
Start Time \_\_\_\_\_  
End Time \_\_\_\_\_  
Description Of Event \_\_\_\_\_  
Tables/ Chairs for Renter's Use \_\_\_\_\_  
Rental Fee/Terms \_\_\_\_\_  
Damage/Cleaning/ Key Deposit \_\_\_\_\_  
Custodial Fee \_\_\_\_\_

I/we agree to the terms and fees outlined above for room rental at Shepherd Valley Waldorf School on the dates specified. In addition, I/we agree to the following conditions for rental:

- Unless otherwise specified, items and materials in the rooms are not intended for use by renter and should not be disturbed.
- Shoes may be worn inside the Kindergarten Building common spaces only, and may not be worn in the Kindergarten Building rooms.
- Unless otherwise specified, there will be no eating or drinking at this event
- Renter is responsible to leave premises in same condition unless arrangements have been made for custodial service.
- Renter is responsible for full costs to repair/replace damage to the premises or furnishings, whether or not a deposit has been required. Said responsibility is not limited to the amount of deposit.
- If event is after normal school hours, renter must make arrangements to pick up a room key at the office and to return the key after the event. A key deposit of \$10.00 is required.
- Liability insurance is required. Please attach a copy of your insurance rider naming the school as an additional insured for this event.

Acknowledged by Renter \_\_\_\_\_ Date \_\_\_\_\_  
SVWS Approval \_\_\_\_\_ Date \_\_\_\_\_