



THE JANUS SCHOOL

Because Not All Great Minds Think Alike

Facility Rental

# The Janus School Facility Rental Application Packet



The Janus School | 205 Lefever Road | Mount Joy, PA 17552 | 717.653.0025 | [TheJanusSchool.org](http://TheJanusSchool.org)

## **About The Janus School**

At The Janus School we believe all great minds do not think alike. The Janus School helps students with learning differences so they can access their full potential. We are the only independent day school in Central Pennsylvania dedicated to the needs of students with dyslexia, AD(H)D, non-verbal learning difficulties and Asperger's syndrome. We focus on each student's unique learning style, giving them the tools they need to achieve academic success and a happy, independent life long after they leave The Janus School.

The Janus School campus is an attractive and clean space ideal for theater performances, sports teams, conferences, small and large social events, lectures and much more. Spaces available for rent include a gymnasium/multi-purpose room, stage with theatrical lighting, sound and ample backstage space, mirrored dance room, amphitheater, cafeteria with teaching kitchen, large and small meeting rooms, and several multimedia classrooms.

The Janus School is located in Mount Joy, Pennsylvania at 250 Lefever Road, between East Main Street (Rte 230) and Mount Joy Road (Rte 772).

## **Application Procedure**

The Janus School's facilities are available for rent during times they are not being used by the school. To rent a space, please complete the following:

1. Complete the Facility Rental Application on Page 8 within one month of your event.
2. Read, sign and return the Use Guidelines with your Facility Rental Application.
3. If approved, you will receive a Use Agreement from The Janus School with a fee invoice. Read and sign this agreement. Return the agreement with a 50% deposit as indicated on the invoice.
4. The balance of the rental fee, equipment rental fees and staffing fees must be paid at least one week prior to your event.

NOTE: A tentative hold will be placed on a date until the Use Agreement and deposit are received. If another party expresses interest in booking that date, you will be contacted to determine where you are in the decision-making process.

Last minute rentals may be possible if facility space is available. Special arrangements may be made with new deadlines for returning reservation forms and fee payment.

For more information, contact **Michael Peterson, Director of Finance & Operations, at 717.653.0025 x103 or [mpeterson@thejanusschool.org](mailto:mpeterson@thejanusschool.org).**

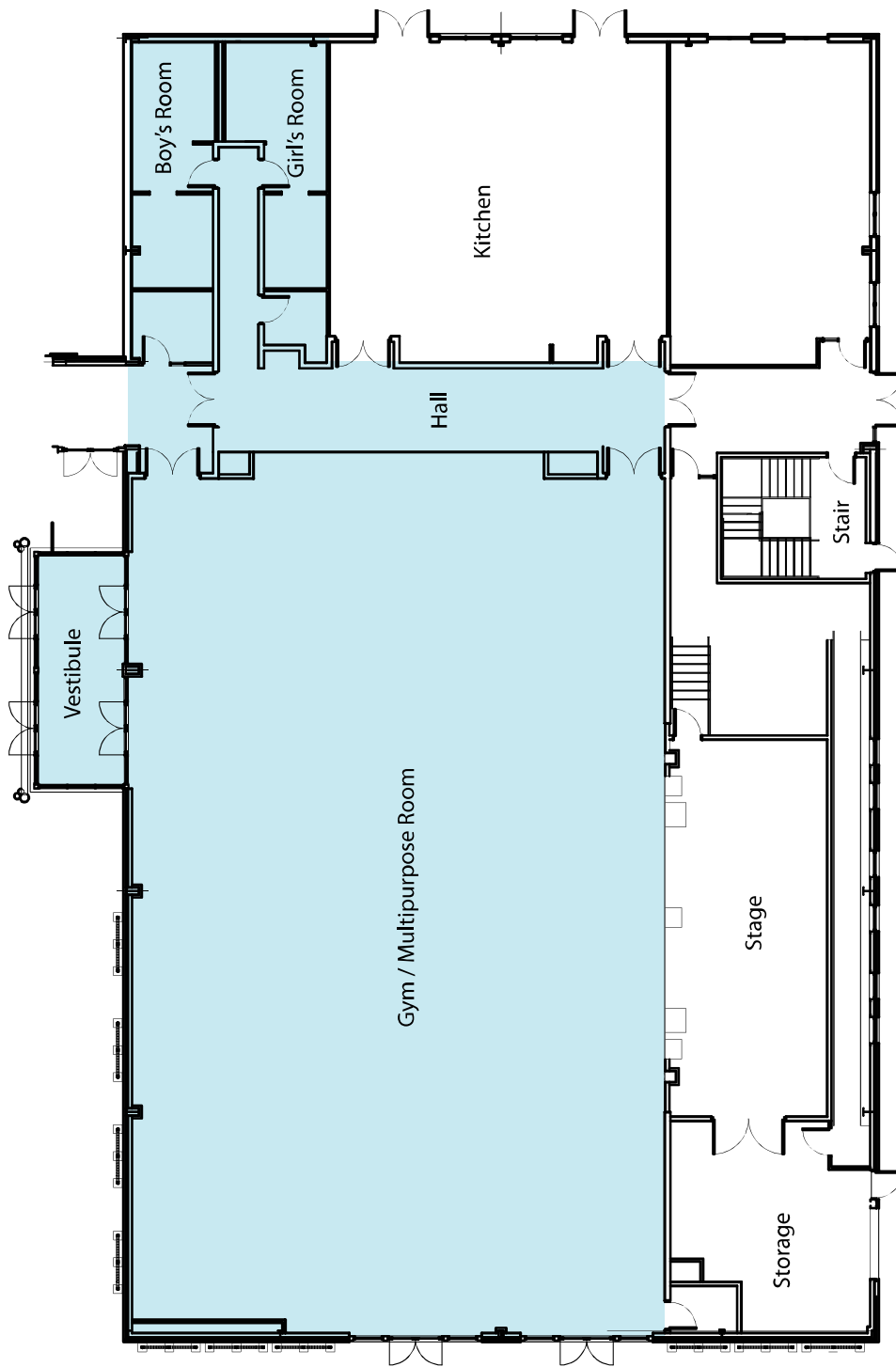


# Room Descriptions & Floor Plans



## Gymnasium/Multi-Purpose Room

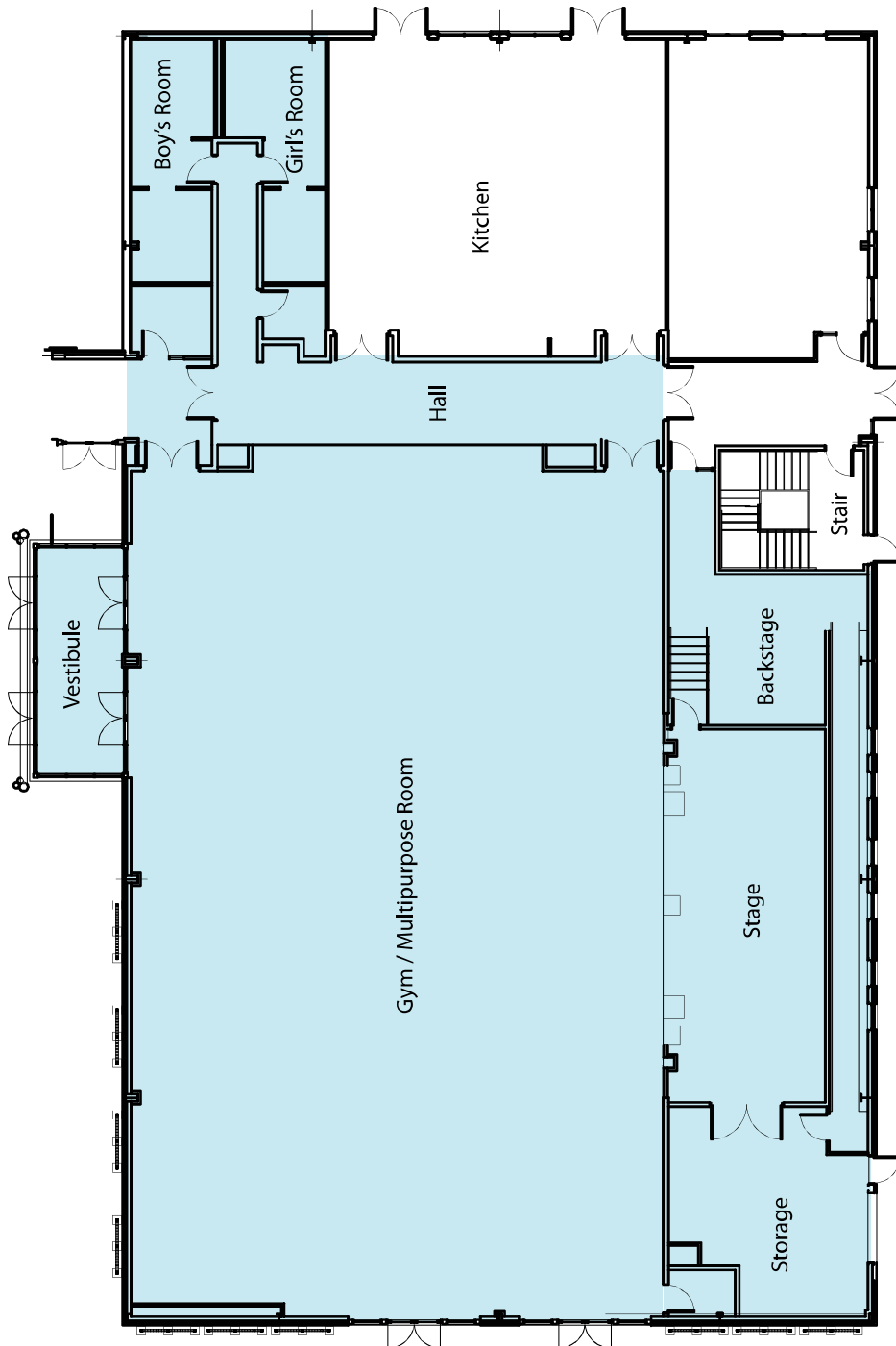
The Gymnasium and Multi-Purpose Room is 60' wide by 100' deep. Capacity is 500 people. The space is equipped with two basketball goals which are retractable, a sound system, and projector with retractable screen. In addition, the room can be split by an air screen to create two spaces. There are two exterior entrances and two interior entrances to the space. Off the hall of the interior entrances are women's and men's restrooms, including lockers. However, there are no dedicated changing areas or shower facilities. There are also water fountains in the hallway. Nearby kitchen is available for catering but must be rented separately.



Please indicate the location of any tables, etc., by drawing the placement on this layout.

## Performing Arts Stage

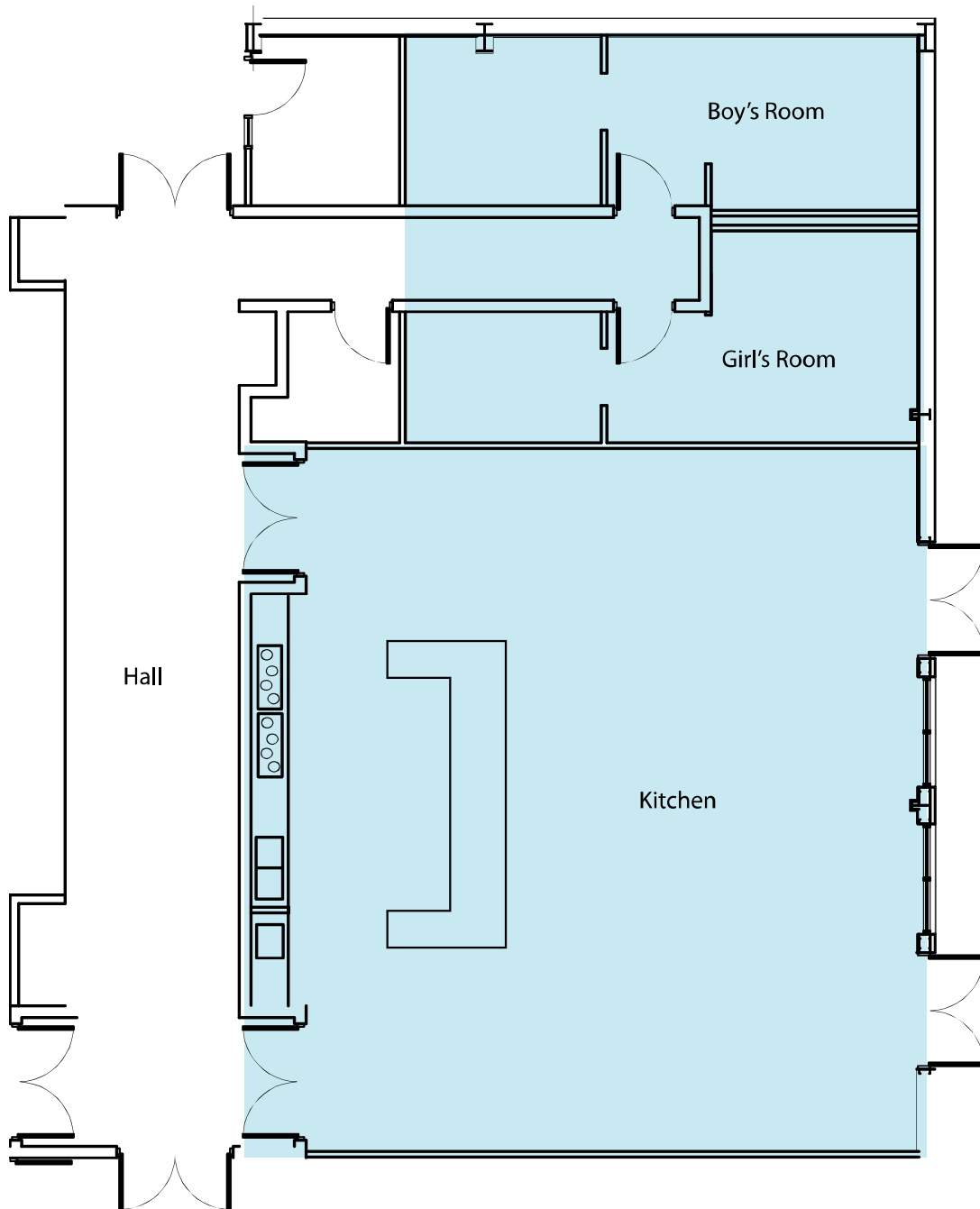
The Performing Arts Stage is 44' wide by 18' deep. The space features state of the art theater lighting and sound. The loading door is located stage left to the rear of the stage. Dimensions: 8' high x 9' wide. The stage flooring is plywood. There are no stage traps or orchestra pit. There are two exterior entrances and two interior entrances to the space. Off the hall of the interior entrances are women's and men's restrooms, including lockers.



Please indicate the location of any tables, etc., by drawing the placement on this layout.

## Cafeteria/Teaching Kitchen

The Cafeteria/Teaching Kitchen is 38' wide by 34' deep. Capacity is 40 people at tables or 88 people in a lecture format without tables. The cafeteria features two stove tops with eight burners, an oven, two sinks, two microwaves, dishwasher, large island and two refrigerators (no freezer).



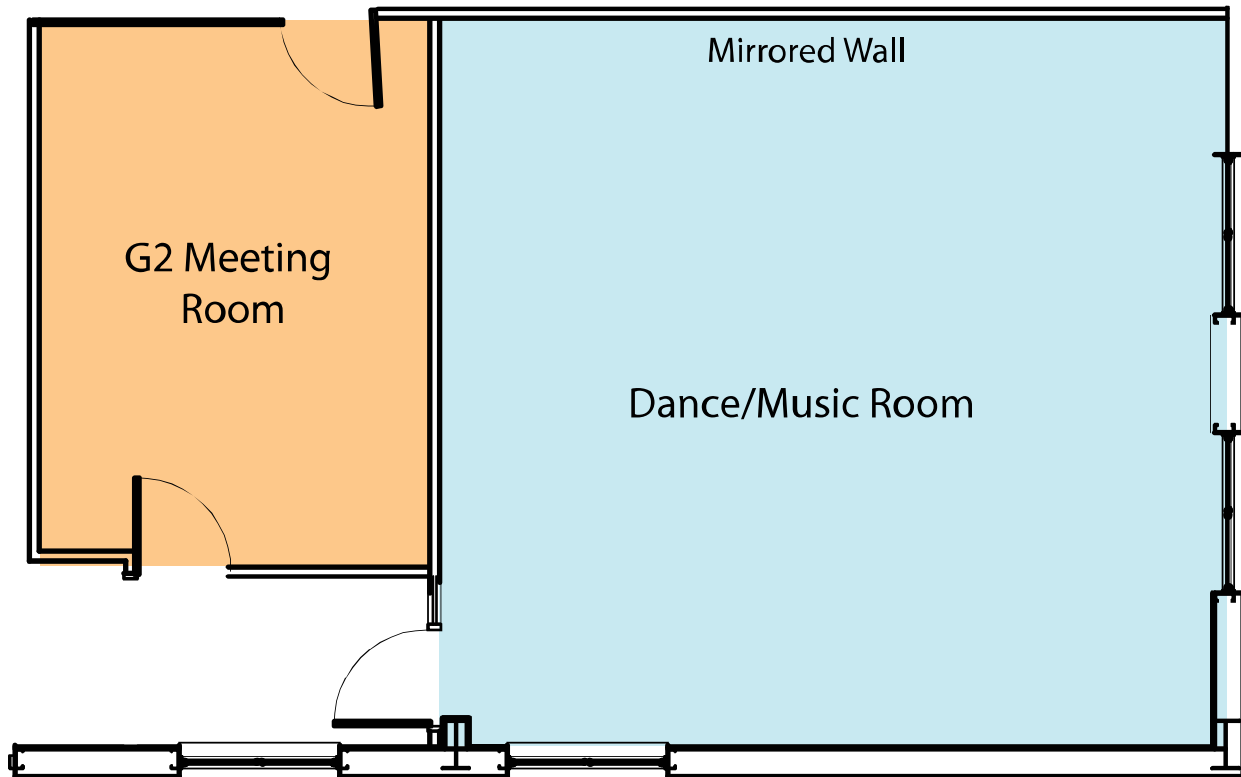
Please indicate the location of any tables, etc., by drawing the placement on this layout.

### Dance/Music Room

The Dance/Music Room is 23' wide by 23' deep. Capacity is 12 students. The space is ideal for small group rehearsals, choreography sessions and dance classes of all kinds. The room features mirrors on one wall, whiteboard and suspended projector and electric piano.

### G2 Meeting Room

The G2 Meeting Room is 16' wide by 12.5' deep. The space accommodates 10 people at a conference table and features a whiteboard and telephone conferencing system.



Please indicate the location of any tables, etc., by drawing the placement on this layout.

## **Amphitheater**

An outdoor amphitheater, seating 25, is available for lectures, performances and special events.



## **Tutorial Center**

The Tutorial Center features a large conference table able to accommodate up to 25 participants.

## **Classrooms**

The Janus School has 14 classrooms available for rent. Most classrooms include hardwired projectors. Several classrooms feature interactive whiteboard technology. To view the classrooms available for rent, please contact Michael Peterson, Director of Finance & Operations, at 717.653.0025 x103.

## **Athletic Field**

A standard athletic field is available for team practices and other outdoor activities. It is located behind the School. There are no bleachers available for the field.





# THE JANUS SCHOOL

## Building Rental Application

### 1 Contact Information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### 2 Area(s) Requested:

Multi-Purpose Room       Performance Stage\*       Cafeteria/Kitchen       Dance/Music Room

Amphitheater       Tutorial Center       Classroom: \_\_\_\_\_       Athletic Field  
(Please Specify Room Number(s))

\*If you are renting the Stage for a live performance, you will also need to select the Multi-Purpose Room to accommodate your audience. Please see the rate sheet for details.

### 3 Event Details:

Event Description: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Start Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

Event Date(s): \_\_\_\_\_

### 4 Special Considerations:

Special Preparation Required: \_\_\_\_\_

Special Equipment Required: \_\_\_\_\_

Special Lighting Set-Up: \_\_\_\_\_ Sound System: \_\_\_\_\_

5 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE SIGN AND DATE ABOVE AND INCLUDE A SIGNED COPY OF THE USE AGREEMENT INCLUDED IN THIS PACKAGE.  
FAILURE TO SUBMIT THE SIGNED USE AGREEMENT WILL RESULT IN DENIAL OF YOUR APPLICATION.

### The Janus School Rental User Guidelines

1. The request for School facilities shall not interfere or conflict with the educational program.
2. Use of The Janus School facilities and equipment shall be authorized upon written contract, issued by The Janus School Business Office.
3. The possession or use of alcohol, tobacco, narcotics shall not be permitted within 1,000 feet of the School facilities or property.
4. Shoes with cleats or plates are not permitted in the School building.
5. The facilities shall not be used where the purpose is in conflict with the aims and objectives of The Janus School; nor shall the property be used for controversial purposes. All national and state laws, local ordinances and rules of the police and fire departments shall be obeyed.
6. The applicant, organization, association or renter agrees that it shall defend, hold harmless and indemnify The Janus School, Board of Trustees and employees from any and all demands, claims, suits, action and legal proceedings brought against it from the use of facilities.
7. The Janus School assumes no liability for personal injury or property damage. Persons or organizations using any part of The Janus School properties are required to obtain policies of insurance issued by reputable companies authorized to do business in the Commonwealth of Pennsylvania and acceptable to the School. Renter must also provide to the School a certificate(s) of insurance (general liability) naming The Janus School as an additional insured under the policies with minimum policy limits of \$1,000,000.00 per occurrence, the terms of such coverage(s) to coincide with the dates of use covered by this Agreement, and providing for at least thirty (30) days prior notice to cancellation to the School.
8. Additional fees may be levied equal to the actual replacement, repair, or cleanup cost for any loss, damage, or condition resulting from any activity above normal wear and tear. Any custodial cleanup above normal wear and tear will be billed at one and a half times the regular rate.
9. Persons or organizations using school premises, including the stage or stage equipment, shall not remove or displace furniture or apparatus, including lights, curtains, ceiling balance, counter weight systems, or switchboard except when under the direct supervision of a designated School employee. Where the stage is to be used, full details of equipment and personnel needed must be furnished with the application.
10. All functions shall close by 10:00p.m., unless special permission is secured in advance from the School.
11. All rental time shall be computed from the time of requested opening to closing of the doors. Persons lingering in the building shall be the responsibility of the renting agency and closing time shall be the time when all persons associated with the rental have left the building. Rental fees will be adjusted for additional time.
12. The representative and organization will ensure that all furnishings are arranged in the way it was found before the event. All leaflets, brochures, signs and any other materials must be removed from the premises upon completion of the event.
13. Renting persons or organizations will not store equipment, supplies, or materials in The Janus School facilities unless prior arrangements are made with the Administration. Any storage arrangements that are made will be strictly temporary. The Janus School is not responsible for items left in School facilities.
14. Signs advertising events or activities are permitted only during rental times. Signs are not permitted during normal School hours or overnight.
15. If your application is approved, a 50% deposit is required with the return of the Use Agreement. Full payment must be made no less than one week prior to rental. If additional charges are levied by the School, they are due within 15 days of being invoiced.
16. Applicants who fail to give The Janus School written notice of cancellation at least forty-eight hours in advance of the scheduled event will be responsible for the same costs that would have been incurred had the event been held as scheduled.
17. If the event is sufficient in size, an hourly rate may be added to fees for additional security.
18. The Janus School reserves the right to revise rental rates and procedures at any time.

The rules and regulations for the use of The Janus School facilities and the Rental Application have been read and are understood:

Signature: \_\_\_\_\_ (Must be 21 years or older) Date: \_\_\_\_\_

Print Name/Organization: \_\_\_\_\_ / \_\_\_\_\_



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## Facility Rental Rates\*

Space	Hourly Rate	Non-Profit Rate
Gym/Multi-Purpose Room	\$80	\$60
Performing Arts Stage (Stage Only)	\$50	\$35
Performing Arts Stage (with audience in Multi-Purpose Room)	\$85	\$60
Amphitheater	\$65	\$45
Cafeteria/Kitchen	\$45	\$25
Dance/Music Room	\$30	\$20
G2 Conference Room	\$25	\$15
Tutorial Center	\$35	\$25
Classroom	\$25	\$15
Athletic Field	<i>Call for Quote</i>	<i>Call for Quote</i>

*\*All room rentals are at a 2 hour minimum unless specified otherwise by The Janus School.*

### Other Charges:

All rates include one custodian. The costs below are calculated in addition to the rental fee.

Additional Custodian: \$45 per hour

Lighting & Sound Technician: \$50 per hour – 2 hour minimum  
(L&S Tech is required for use of theater lighting and sound system for performances)

Security: \$30 per hour – 2 hour minimum (if deemed necessary).