

**ATFS Realty Trust – Rental Contract (Classes by the Day only)**  
**433 South Street, Shrewsbury, MA 01545**

This contract is required to be signed by renting individual or organization for any classes that are conducted at the ATFS Learning Center facility. These may be utilized for dance, music, yoga, spiritual, or any other cultural, spiritual or academic education purposes.

**The following Rooms are available for the use of these classes**

Function Room (has a stage and approx area of 1000 sq feet) This can accommodate upto 100 people seated in rows.

Elementary classroom (for approximately 80 people – sitting down)

Middle School classroom (This is an L shaped room for a maximum of 35 people – sitting down)

Library (small room for upto 8 people)

Private Room (small room for up to 12 people)

Please arrange for a time to come in and see the rooms before you decide to take any one of these.

**Rental Charges are same for all rooms**

**By The Class:** You may rent any of the rooms at the ATFS facility for the classes 'by the day'. Each rental is for upto 4 hours. The room will be made available for one pre-determined day for up to 4 hours at a fixed time. If any cancellation takes place due to an unplanned event, a make up class may be conducted on a day within the same calendar year as per the availability of the room.

Rental cost: \$50.00 The rental price will remain constant even if you are not able to utilize all days that you have reserved. There will be no proration in the rent if you use less than 4 hours each time. Payments must be made in the form of check or cash at the time of a new rental agreement and the 1<sup>st</sup> of the 1<sup>st</sup> month for repeat rental arrangement. Any late payments are subject to late charges of a \$1.00 a day. Repeat rental is when there is no break in between months. Any break in months opens up your slot for other rentals and a new agreement may be required to reserve the time slot again. Checks must be made payable to "ATFS Learning Center". You may mail the checks in time for them to reach us by the 1<sup>st</sup> of the month, deposit the check in the fee deposit box in the front office or leave the check in an envelope in the mailbox outside.

To reserve a rental by the day, Please fill out the information below:

Room requested:

- Function Room
- Elementary Classroom
- Middle School Classroom
- Library
- Private Room

Starting Month/Date: \_\_\_\_\_

Ending Month/Date: \_\_\_\_\_

Please list our all dates during the months:

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**Name of Renting Party:** \_\_\_\_\_

**Contact person's Name:** \_\_\_\_\_

**Contact person's Telephone Number:** \_\_\_\_\_

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**Contact person's Home address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact person's email address:** \_\_\_\_\_

\_\_\_\_\_

**Pease sign to acknowledge you agree with everything listed above.**

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