



# Maranatha Academy North Campus

## Facility Use Application & Permit

### ACTIVITY SPONSORED BY:

Name of Organization/Group/Agency/Tax Exempt # (if non-profit)		E-mail Address
Individual Representing Applicant (Please print)		Title
Address	City	State Zip
Home Phone	Cell/Business Phone	Signature of Representative
Description of Activity	Person in Charge of Activity	Day Phone
Admission Cost/Fees Charged to Participants	Estimated Attendance	Proceeds to be used for:

REQUESTED	DATES	TIME IN/OUT	DAYS	HOURS X RATE <i>(For Office Use Only)</i>	= SUBTOTAL
Gymnasium		/			
Kitchen		/			
Multipurpose Room		/			
Classroom(s)		/			
Furniture/Equip.:		/			
Other:		/			

### TERMS OF AGREEMENT

It is distinctly understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of Maranatha Academy; the applicant further agrees that in consideration of being permitted to use the facilities, applicant will save and hold the said Maranatha Academy and/or its employees from any loss, claims, and liability or damages, and/or injuries to persons and property that in any way may be caused by applicant's use or occupancy.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant of any damage/loss sustained by the grounds, building, furniture or equipment or unusual clean up occurring through the occupancy of said facilities by the applicant. I have read and understand the facility rental agreement. I agree to inform persons participating in this proposed activity of the terms and conditions of the permit, if granted, and agree to comply with the conditions set forth in the permit.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*(For Office Use Only)*

Staff:			
Staff:			
Other:			
Rental Charges:			
Security/Damage Deposit:			
<b>Total Facility Fees &amp; Charges:</b>			

### PAYMENT SCHEDULE

	Paid:	Balance:
Payment:	\$	\$
Final Payment:	\$	\$

Insurance Certificate:  Yes

Please charge my card:  Mastercard  AmEx  
 Visa  Discover

CARD NO.
EXP. DATE
SIGNATURE:

Approved  Denied  Facility Supervisor:

Date Received:



# Maranatha Academy North Campus

## Facility Rental Information Sheet

**Administration Office ~ 6826 Lackman Road ~ Shawnee, KS 66217 ~ 913.631.0637**  
**North Campus ~ 15000 W. 63rd Street ~ Shawnee, KS 66216 ~ 913.631.9286**  
**Website: [www.ma-kc.org](http://www.ma-kc.org)**

Maranatha Academy, North Campus, offers a variety of space available for rental including, but not limited to a gymnasium, multi-purpose room and kitchen. For information, call the high school office, 913.631.0637, x314, weekdays.

### RECEPTION/BANQUET PACKAGE - \$900 / 6 HOURS

The Reception/Banquet Package includes rental of the gymnasium, multi-purpose room and kitchen, table/chair set-up and take down and staff fees. The gymnasium will accommodate up to 350 guests, seated.

### HOURLY RENTALS (2 HOUR MINIMUM)

	GYMNASIUM	KITCHEN	MULTI-PURPOSE ROOM	CLASSROOM (EACH)
Current MA Staff	\$50 Per Hour	\$30 Per Hour	\$20 Per Hour	\$10 Per Hour
Civic	\$50 Per Hour	\$30 Per Hour	\$20 Per Hour	\$10 Per Hour
Private	\$60 Per Hour	\$40 Per Hour	\$30 Per Hour	\$20 Per Hour
Commercial	\$80 Per Hour	\$50 Per Hour	\$40 Per Hour	\$30 Per Hour

**\*\*HOURLY RATES DO NOT INCLUDE STAFF FEES\*\***

***(Contact the Superintendent's Office for a cost estimate of your event.)***

- ❖ **'Current MA Personnel'** conducting meetings/activities not open to the general public, such as receptions, private parties, etc.
- ❖ **'Civic'** groups include: (1) non-profit service organizations meeting the IRS qualification for 501(c)(3) status. (2) County, state and federal government agencies (for uses other than public meetings) are included in this group.
- ❖ **'Private'** groups include: families, groups, organizations conducting meetings/activities not open to the general public, such as receptions, private parties, etc.
- ❖ **'Commercial'** groups are persons, businesses and organizations whose activities are profit-making in nature. Political, industrial and professional organizations are included in this group.

All rentals must be requested a minimum of 21 days in advance by completing a facility rental application and submitting a refundable security/damage deposit. Payment for reception/banquet package fees are as follows – 50% of the package fees plus the security/damage deposit is due at the time the event is scheduled with balance due 45 days in advance of the event. Payment for all other rentals is due 21 days in advance. Events cancelled less than 14 days in advance will forfeit the security deposit and rental fees. The exception is a reception/banquet package which must be cancelled 120 days in advance or result in forfeiture of all monies paid. Maranatha Academy will retain security deposits in event of cancellation and/or damage to the facility or its contents. Maranatha Academy reserves the right to refuse rental activities that are not of good character, illegal or may be detrimental to the group or the facility.



**Authority** – The Superintendent's Office has the sole authority to: 1) grant use of the school facilities; 2) schedule and determine facility use fees; 3) reschedule, cancel, revoke, or renew a group's facility permit/use at its discretion; 4) waive any terms, conditions, guidelines, regulations, or fees contained herein; 5) clear and coordinate the scheduled use on the school calendar in advance of issuing the permit; 6) determine staffing requirements (custodial, kitchen, security, sound technician, etc.); 7) make necessary adjustments in furniture and seating arrangements to insure the safety of guests.

**Application** – Facility rental applications with accompanying deposits, are accepted a maximum of 6 months for hourly rental and 12 months for the Reception/Banquet package. Applications will be received a minimum of 21 days in advance. An application must be completed, signed, and submitted by an adult (Minimum age of 21) who will be responsible for the requested facility. Applications are subject to the approval of the Superintendent's Office and are dependent on 1) availability of space and staff; 2) intended use; 3) applicants' agreement to abide by the terms and regulations specified herein and any other conditions deemed necessary by the Superintendent's Office; 4) receipt of the full reservation/security deposit, a certificate of general liability insurance, and a valid credit card for potential additional damage/cleaning fees.

**No verbal agreements for use of facilities shall be made, nor in any way be binding on the school. Use permits may not be transferred. Priority** – Maranatha Academy (MA) has first priority for use of school facilities. When school activities take preference over scheduled activities, a minimum of 10 days' notice will be given to the rental patron.

**Deposits** – Applications for facilities must be accompanied by a \$150 security/damage deposit. For facility rentals in which the total fee will be less than \$100, the total fee will be due upon application in addition to the deposit. For rental fees which total over \$100, at least 50% of the total fee is due upon application in addition to the deposit. All rental/use fees shall be paid in full no later than 21 days in advance of the event. Cleaning and/or damage expense, extra staff time, extra room rental time including set up and cleanup will be deducted from the reservation/security deposit or charged to the rental patron.

**Fees & Charges** – All school facilities, equipment, and furniture requested for use, are subject to either a facilities use fee or rental fee as appropriate. See fee schedule for rates. Fees will be based on the user's category (Civic, Private, Commercial) and cost to the school. The charge will cover the cost of the attending personnel (Custodian, Kitchen Supervisor, etc.), equipment (such as and not limited to sound system, stage lighting, DVD projectors), furniture (such as and not limited to tables, chairs, and podium) and an overhead fee for utilities and consumables. The use and/or rental fee will be based on an established rate and will vary according to the facilities, equipment, and furniture being used and duration of use. If no fee is listed on the schedule, the school may establish a reasonable fee for use. Changes to previously approved permits may result in additional fees and/or cancellations of event. A service charge of 1.5% per month will be added to amounts not paid within 30 days of the date of the final statement.

**Cancellations & Refunds** – All cancellations must be made in writing. A full reservation/security deposit refund less a \$25.00 processing fee will be made for cancellations made at least 21 days prior to rental date. Cancellations made less than 21 days prior to the rental date in which fees total less than \$100 will result in forfeiture of all pre-paid fees. Cancellations made less than 21 days prior to the rental date in which fees total more than \$100 will result in forfeiture of 50% of total fees in addition to the reservation/security deposit.

Security/Damage deposits will be refunded within 21 days of the event where no damage or loss has occurred or where no extra clean-up is required as a result of rental patron's use of facilities. In the event of charges for damage or loss, the deposit will be forfeited and additional charges assessed to cover damages or loss. Having a fire alarm accidentally pulled during the event by a member of the rental patron's party will result in a fine appropriated by the Shawnee Fire Department.

**Insurance** – All applicant groups shall provide both a certificate of general liability insurance and the insurance policy endorsement naming Eastern Kansas Christian Schools, Inc. as additional insured and if applicable a refundable security deposit to indemnify the school in case of negligent damage to school property for an amount to be determined by the Superintendent's Office. The certificate of insurance shall be written with limits providing for a minimum liability of one million dollars (\$1,000,000) each occurrence, general aggregate of two million dollars (\$2,000,000), one million dollars (\$1,000,000) personal liability, one hundred thousand dollars in fire/property damage and five thousand (\$5,000) in medical expense. **No application will be approved unless insurance requirements are met.**

**Staffing** – All staff deemed necessary by the Superintendent's Office is at the rental patron's expense. A school custodian or representative must be present throughout the rental patron's use of the facilities to assist the group and help ensure facility safety. He/she has the authority and right to enter all rooms, at all times, during rental occupancy. **Kitchen Use** - A Food Service employee or authorized representative must be present while kitchen is used for preparing food. For the purpose of heating water and making coffee/tea only, the attending school custodian will make the kitchen available and supervise its use. The rental patron must furnish all its own equipment and supplies. **Other** - Security officers, sound and/or lighting technicians, DVD projectionist, scoreboard operator, and traffic controller may also be required.

**Equipment** – Some rooms are equipped with specialized equipment and furnishings for school use. These materials are NOT available for rental patron use unless authorized in advance and written approval is indicated on the application. Restitution must be made for all lost or damaged equipment.

### **Rental Patron Responsibilities –**

✓ **Set Up** – It is to be stated on the application form and/or floor plan what set up is required for the event. School staff will be responsible to cover the gym floor and set up any furniture. Decoration will be the responsibility of rental patron. Placement and arrangement of equipment and property provided by the rental patron must have approval as a part of the rental agreement. Only those facilities, furniture, and equipment designated on the application may be used. **A covering will be placed on the gym floor for all rentals requiring the setup of tables and chairs. Only rubber soled shoes may be worn on an uncovered gymnasium floor.** MA will not assume responsibility for the damage or loss of any merchandise, equipment, or articles left in the school facility prior to, during, or following an event.

✓ **Decorations** – Plans to decorate the facility must be requested on the application for approval. Generally, only masking tape is acceptable and no nails, tacks, staples are allowed. All decorations must be fireproof or of fire retardant materials. Nothing shall be attached to light fixtures. No decorations will be permitted within 18 inches of ceiling sprinklers. **Clean Up** - Spilled food or beverages must be cleaned up immediately. All equipment, decorations, food, beverages and trash must be removed and properly disposed of in the outside dumpster. Tables and chairs are to be sponged/cleaned as necessary, floors swept, and furniture and equipment stowed in original positions.

✓ **Other** - Posted parking rules and campus traffic signs must be observed. Fire regulations including capacity limits are to be observed and adhered to at all times. Groups composed primarily of ages 5-17 must be supervised by one adult for each 10 children at all times while using the facility. All persons using Maranatha facilities must be properly clothed. Any person violating the established contents herein or constituting a nuisance, will be requested to leave the facility.

**Facility Condition** – Each group shall be checked out of the facility by staff personnel on duty and is responsible for the physical condition in which they leave the facility. Any property damage due to negligence or abuse or other charges incurred to return the facility to its original condition, reasonable wear and tear excepted, will be deducted from the deposit and/or billed to the rental patron if damages, cleaning expenses, and overtime exceed the deposit. Failure of the organization to meet this obligation within two weeks of date of billing will be cause for cancellation of the organization's privileges and legal action may be taken.

**Time** – Groups to whom permits have been issued must have a representative at the facility at the starting time indicated on the permit if the group, as a whole, cannot arrive on time. The hours shown on the application will cover the entire time required for the using group to decorate, set up, conduct the activity, and clean up the facility after use. The facilities must be vacated promptly at the conclusion of the time specified on the permit. Occupancy beyond the time specified on the permit will result in overtime charges at one and one-half time for staff plus the hourly rental rate. Overtime use will only be allowed when staff is available. Deliveries and pickups cannot be outside the rental period, unless prior arrangements are made with the Superintendent's Office. If the rental patron vacates the facility before the scheduled time, no refund will be granted for unused rental time.

**Prohibitions and Limitations** – The following are expressly prohibited in MA buildings **and** on school premises: 1) alcoholic beverages, narcotics, weapons, smoking, and gambling; 2) use of rice, confetti in any form, glitter, small paper articles or any similar objects used for decoration or any other purpose. Birdseed is allowed in the parking areas only. The following are expressly prohibited in MA buildings 1) animals (except service dogs); 2) lighted candles; 3) refreshments in the gymnasium unless the floor is covered; 4) use of school telephones except in the case of an emergency (police, fire, ambulance, etc.). Violations of these limitations will result in an additional charge of a minimum of \$150.00.