



# MILLENNIUM CHARTER ACADEMY

## Use & Rental of Facility

As an integral part of the Mount Airy community, we welcome the opportunity to serve you through the use of our building. We ask that you take good care of the gymnasium and rooms so that we can continue to provide a good quality facility to this area.

### Schedule of Fees

#### **Application Process:**

If the facility is being used for anything that is not a school function, an application must be filled out and approved. Initial inquiry for use and availability of the school facility must be made through the Athletic Department. Applications must be submitted a minimum of 10 business days in advance of requested use. You may fax completed applications to 336-789-8445, ATTN: Martha Arrington.

#### **Deposits:**

All facility usages will require an upfront \$250 refundable deposit that must be paid 10 days prior to event. Unless otherwise noted, if all terms of contract are met and the facilities are left in good order and condition as existed prior to Renters use thereof, then the deposit is refunded in full.

#### **Payments:**

Payment for full contracted amount must be received 5 business days prior to use. Checks are accepted and made payable to MCA.

#### **Non-profit groups:**

In order to cover the cost of personnel and utilities, there is a \$50.00 per hour charge for the Lion Arena Gymnasium, a \$40.00 per hour fee for multi-purpose areas, such as the elementary wing lunchroom/kitchen, the middle school wing lunchroom/kitchen, the Woltz Library, or the Woltz Art Gallery, and a \$30.00 per hour charge for classroom space.

#### **For-profit groups:**

There is a \$95.00 per hour fee for the gymnasium, \$85.00 per hour for multi-purpose space, and a \$75.00 per hour for classroom space.

#### **Faculty/Staff usage:**

The faculty and staff of MCA may use any part of the facility without charge for a maximum of 1 time per week, 2 hours max, and with 20 or less participants.

### Terms of Contract

1. The renter using the facility will be responsible for all damage occurring during the rental period; will promptly make good any loss sustained by the school by theft or breakage; and will repair or replace at no cost to the school anything necessary to return the facility to its original condition.
2. Any use of electricity for other than equipment and lights provided by existing facilities, or changes in existing electrical facilities, is prohibited except by special permission. When any change in circuits of facilities is permitted, such change shall be at the expense of the user, and shall be made by a licensed electrical contractor in conformance with the City Code. The renter will return any such changes to original condition after the program. Should the school's sound and lighting equipment be used, a school appointed person must be assigned to operate the lights/sound for all rehearsals and performances and the renter will be responsible for paying the appointed person.



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3. Neither food nor drink is permitted in the gymnasium. All alcoholic beverages and tobacco are prohibited on campus.
4. While a person or persons assigned by the school may be on the premises, it will be the renter's responsibility to provide adequate and competent help to protect the public and to supervise and protect the premises during use. If the size and nature of the crowd warrants it, MCA has the authority to employ at the renter's expense a police or security officer to assist in control.
5. The renter will observe state and local fire health regulations. (1) No concessions will be operated inside the facility. (2) All designated fire lanes and driveways should be cleared at all times.
6. Fees charged on rentals will be paid to Millennium Charter Academy. Fees will include cost of supervision of facility by a person or persons assigned by MCA. Fees are payable at the time the contract is signed.
7. The renter will provide documentation of liability insurance.
8. Regular school activities, programs, and organizations of the school shall have first priority in the use of any district facility or grounds.
9. As a privately owned facility, the Board of Directors of Millennium Education Foundation, Inc. reserves the right to approve, deny, or negotiate the terms of this agreement.



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Application & Contract for Rental of Facility

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

We hereby make application to rent (space)\_\_\_\_\_ on (date) \_\_\_\_\_, starting at (time) \_\_\_\_\_ and ending at (time) \_\_\_\_\_.

Enclosed is the fee of \$\_\_\_\_\_ for the use of the facility on the above date. We also agree to protect the school and its officers against any liability growing out of this use. We are familiar with the attached policy, Use and Rental of Facility, and if this application is approved, we agree to abide by these instructions. Every effort will be made to maintain order and decorum.

The nature of the use of the facility is: \_\_\_\_\_

The estimated number that will be in attendance for this event is: \_\_\_\_\_

Signed: \_\_\_\_\_

Agency: \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Approval For the Board of Directors:

Headmaster: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_