



FACILITY & FIELD RENTAL GUIDE

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Guidelines for the Reservation of Mile High Adventist Academy Facilities

Mile High Adventist Academy (MHA) facilities are available to our alumni, parents, and community members. Fields are not available for rental during Sabbath hours (Friday sunset to Saturday sunset). Inside facilities will be available for religious purposes only during Sabbath hours. This guide provides you with MHA's event and field reservation process, detailing the guidelines and regulations associated with your reservation. Your compliance with these policies will help to ensure that you and your group have a safe and positive rental experience.

Contact the Director of Operations to confirm availability of facilities.

Any individual or group requesting the use of MHA facilities is required to complete a Facility Request Form and provide proof of liability insurance naming Mile High Adventist Academy as an additionally insured in a minimum amount of \$1,000,000 in advance of their event. Liability insurance is required whether or not a rental fee is assessed. By reserving the facility the group shall enter into an agreement with MHA, the Board of Trustees, and any agents, representative or employees of any of these bodies, free of any liability incurred in connection with use of the facility. By reserving a facility, the group shall also bind itself to indemnify MHA for any property damages other than normal wear due to the group's use of facility. Please keep in mind that requests received less than two weeks in advance do not allow enough time for the coordination of support services as demanded by MHA. MHA reserves the right to substitute facilities and/or cancel arrangements at its discretion to give preference to programs of MHA.

Fees will be assessed to all groups whose primary purpose is anything other than directly serving the constituency of MHA. Fees may be negotiated, if in the judgment of the school, the program or event will benefit the mission of MHA. Facility Use Fees apply only to the reserving of a specific space and do not include additional costs of support services when necessary. Exceptions to fees may be made by the school Principal.

Any event may be subject to service fees for staff and equipment that provide support for the event. The Director of Operations will determine the type and level of support required for an event based upon the information provided by the requestor. The decision by the Director of Operations is final. In general, only school personnel may be utilized for support of the event as it relates to the facilities and other areas directly related to the campus unless prior approval is given through Administration. In the case of a particularly large or complex event, a separate contract may be reviewed by Administration.

An Event will be deemed approved upon the completion of a Facilities Request Form by the Director of Operations outlining all requested services and facilities for a specific event. Proof of liability insurance must be made prior to the final approval of the Facility Use Agreement by any outside agency.

The school reserves the right to restrict or refuse activities that may be deemed a risk to the health and/or safety of participants or the mission of MHA. The school reserves the right to require the presence of public safety officers at any event. The cost and reservation of these officers is entirely the responsibility of said renter and any event may be cancelled upon the realization that contracted public safety officers are not present. All campus buildings are secured after normal working hours and weekends and access to them will be controlled by school personnel.

Rental Guidelines

Reservations are for contracted area only. Please contain your event to specified area.

Food and drink are only allowed in the cafeteria unless other arrangements are made with the Director of Operations.

The sale and consumption of alcoholic beverages is prohibited.

Tobacco is prohibited on school property.

No weapons of any kind are allowed on school property.

Games of chance and activities defined as gambling by state statutes are illegal and strictly prohibited on school property.

Behaviors including but not limited to obscene language, quarreling, fighting, or noncompliance with school regulations are prohibited and may result in the revocation of the rental agreement.

All doors must be secured upon the conclusion of the rental time.

The Director of Operations must also approve any arrangements including the use of the kitchen.

Setups for special events requiring the use of extra or different arrangement of tables or chairs must be arranged through the Director of Operations. For most events, the facility will have to be used in "as is" condition.

Additional costs may be incurred for waste removal and will be determined by the Director of Operations.

Audio/Visual Equipment is only available for MHA activities unless specifically arranged by Administration. Additional fees will apply.

Indoor Facility Rental Fee Schedule



All costs are based per event, minimum of 4 hours.

<u>Facility</u>	<u>Constituent Churches*</u>	<u>SDA</u>	<u>Community</u>
Cafeteria/Kitchen	\$150 +\$25/hour for additional hours	\$200 +\$25/hour for additional hours	\$300 +\$25/hour for additional hours
Gymnasium	\$150 +\$25/hour for additional hours	\$200 +\$25/hour for additional hours	\$300 +\$25/hour for additional hours
US Commons	\$100 +\$25/hour for additional hours	\$150 +\$25/hour for additional hours	\$200 +\$25/hour for additional hours

Damage Deposit **\$150 per event – must be a separate check.**

Additional Fees:

Scoreboard	\$25/day
Volleyball Net	\$50/day
Audio Visual Equipment	TBD
Tables/Chairs/Linens	TBD

*Constituent Churches will receive one free inside rental per quarter.

Prices are subject to change.

**Damage deposits are charged for damages and clean up fees.
Renters must clean facilities after use. If damages exceed the deposit, renter is responsible to pay the difference.**

Athletic Field Rental Fee Schedule



Fields

\$250 up to 4 hours
\$50 per additional hour

\$150 damage deposit/season. Must be a separate check.

Additional Fees:

Press Box: \$50 use
Concessions: TBD
Field Striping: \$25 per event

**Damage deposits are charged for damages and clean up fees.
Renters must clean facilities after use. If damages exceed the deposit, renter is responsible to pay the difference.**

**Deposits will be refunded once event is complete and facility is deemed acceptable.
Refund of deposits could take up to 1 month.**

Facilities Use Request Form



Call 303-744-1069 to determine availability.

Date of Request: _____

Facility Requested: _____

Organization Making Request: _____

Organization Contact:

Name: _____

Daytime/Cell: _____

Email: _____

Address: _____

Date(s) Requested: _____

Time(s) Requested: _____

Activity Requested: _____

Estimated # of Participants: _____

Special Requests for Rental:

CERTIFICATE OF LIABILITY REQUIRED BEFORE APPROVAL.

Approved by: _____
Mile High Academy _____ Date

I have read the rental guide and agree to abide by all of the terms stated therein.

Renter _____ Date

Please submit a copy of this signed Facilities Use Request Form and certificate of liability to the Director of Operations. Email rentals@milehighacademy.org or fax 303-744-1060.