

# MILE HIGH

A C A D E M Y

## Facility & Field Rental Guide & Agreement

### CONTENTS

Reservation Guidelines	1
Rental Guidelines	2
Indoor Facility Fee Schedule	3
Athletic Field Fee Schedule	4
Facilities Use Request Form	5

## **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. Facilities are not available for rental during Sabbath hours (Friday sunset to Saturday sunset) unless used for religious purposes. 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 Administration 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 Administration.

Any event may be subject to service fees for staff and equipment that provide support for the event. Administration will determine the type and level of support required for an event based upon the information provided by the requestor. The decision by the Administration 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 Administration 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 approved by Administration.
- 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.
- Administration 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 Administration. 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 Administration.
- Audio-Visual and IT equipment is only available for MHA activities unless specifically arranged by Administration. Additional fees will apply.
- Facility usage must meet applicable fire code – no blocking exits, pull stations etc.
- Renter must have a written note on church or conference letterhead stating that the event is a church or conference-sponsored event or have the Facility Use Request Form signed by an authorized RMC employee.
- Any props or large decor must be approved by Administration.
- All decorations must be removed and properly disposed.
- Any device or equipment that could damage floors is prohibited.
- Piano(s), vending machines, or other items cannot be moved.
- Floors must be swept and any spills mopped.
- All trash must be removed.
- Renters are responsible for providing their own cleaning supplies/equipment.
- Kitchen Utensils are not supplied by the school.
- Refrigerator space is available for day use only with Administrative approve.
- Only masking tape, Gaffers tape, or 3M strips may be used to hang signs on walls. **NO TAPE OF ANY KIND ALLOWED ON FLOORS.**
- Chairs must be folded, stacked, and placed on chair carts and put in storage room.
- No food or drink permitted in the gym without permission. Tennis shoes only for recreation.
- An adult must supervise ALL ACTIVITIES.
- Renter accepts liability for any damage to facilities or equipment during use and acknowledges that Mile High Academy will not be held liable for injuries or accidents due to the inherent risk of sport activities, or other accidents on school premises or with school equipment.
- If damage deposit is insufficient to cover damages, renter will pay Mile High Academy the additional cost to repair damages within 15 days.
- There will be a \$25 fine if a key access card is not returned.

The following activities are excluded from rental use unless approved by Administration with additional insurance requirements:

Gymnastics activities:

- Pommel Horse
- Vault
- Rings
- Uneven Bars
- Parallel Bars
- High Bars
- Balance Beam
- Trampolines
- Mini-Trampolines
- Springboards
- Teeterboards
- Reuther boards
- Silks
- Ropes
- Spring Track

Miscellaneous activities:

- Cargo Net
- Climbing Rope
- Ropes Course
- Slack Line
- Trapeze
- Zip Line
- Ice Climbing
- Bouldering
- Climbing Wall
- Rappelling
- Rock/mountain Climbing
- Swings (10 feet)

## Indoor Facility Rental Fee Schedule

# MILE HIGH A C A D E M Y

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

**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

# MILE HIGH A C A D E M Y

### Fields

\$250 up to 4 hours

\$65 per additional hour or hours billed separately

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

### Additional Fees:

Press Box: \$50 use

Concessions: TBD

Field Striping: \$50 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 & Agreement**



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:  
\_\_\_\_\_  
\_\_\_\_\_

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**CERTIFICATE OF LIABILITY REQUIRED BEFORE APPROVAL.**

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

\_\_\_\_\_  
Renter \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Mile High Academy \_\_\_\_\_  
Date

Please submit a copy of this signed Facilities Use Request Form and certificate of liability to Administration. Email [rentals@milehighacademy.org](mailto:rentals@milehighacademy.org) or fax 303-744-1060. Call 303-744-1069 with any questions.