



RENTAL GUIDE & AGREEMENT

INTRODUCTION

Mile High Academy (MHA) welcomes the use of facilities and vehicles by alumni, families, and community members, as long as the use aligns with MHA's mission and policies. Rentals are subject to availability, administrative approval, and full compliance with this guide.

GENERAL POLICIES

- **Sabbath Observance:** Rentals are not available during Sabbath hours (Friday sunset to Saturday sunset) unless for religious purposes.
- **Liability Insurance:** All renters must provide proof of liability insurance, naming RMC as additional insured, with a minimum of \$1,000,000 coverage.
- **Facility Priority:** MHA events take precedence over outside reservations.
- **Rental Agreement:** All rentals require a completed Facility and Vehicle Request Form and signed agreement.
- **Damage Deposit:** A refundable damage deposit is required for all rentals. Additional charges apply for damage beyond normal wear.

FACILITY RENTAL

Space	SDA Entities per day One Time Use	Community: One Time Use	Community: Ongoing Use	Damage Deposit
Gymnasium	\$150 flat rate	\$85/hour (3-hour minimum)	\$75/hour	\$200
Cafeteria/Kitchen	\$150 flat rate	\$75/hour (3-hour minimum)	\$65/hour	\$200
Classrooms	\$150 flat rate	\$50/hour (3-hour minimum)	\$40/hour	\$200
Outdoor Fields	\$150 flat rate	\$65/hour (3-hour minimum)	\$55/hour	\$200/season

**Additional setup, custodial, A/V, scoreboard, or utility services may incur extra charges.*

Note: Long-term or recurring rentals are structured under separate agreements and are not reflected in the standard hourly rates listed above. Please contact the MHA office for additional information.

Ongoing Use: Ongoing use rates apply to recurring reservations with a consistent weekly schedule and may require a minimum commitment.

Summer Camp Facility Rental (Gym or Field)

Summer camp rentals are available for either the gymnasium or outdoor field at a weekly flat rate of \$2,000 (equivalent to \$400 per day), based on use of up to 6 hours per day, Monday through Friday.

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Colorado 80126

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Rental includes use of one designated space (gym or field). Use of additional spaces may be requested and will be subject to availability and additional fees. Camp rentals do not guarantee exclusive use of the campus unless otherwise agreed upon in writing.

Additional hours beyond 6 hours per day may be billed at the standard hourly rate.

A 10% multi-week discount will be applied to reservations of two (2) or more consecutive weeks.

All camp rentals are subject to availability and may include additional fees for custodial services, setup/tear-down, or extended use.

Special Considerations:

- Setup and cleanup are the responsibility of the renter unless otherwise arranged.
- School personnel must be present or approve of the use of kitchen, A/V, or secure building access.
- Additional insurance and pre-approval are required for high-risk activities (e.g., gymnastics, ropes courses, climbing equipment).
- Cleaning supplies, utensils, and décor must be provided by the renter.

VEHICLE RENTAL

Vehicle	Capacity	License Needed	Rate	Deposit
Coach Bus <i>(Ellen)</i>	56 passengers	CDL + Air Brake	\$1250/day or \$4.00/mile*	\$500
Shuttle <i>(White)</i>	35 passengers	CDL	\$1250/day or \$4.00/mile*	\$300
Short Bus <i>(James - Bench)</i>	14 passengers	Standard	\$3.00/mile	\$200
Short Bus <i>(Jimmy Captain Seats)</i>	14 passengers	Standard	\$3.00/mile	\$200
Ford Transit <i>(Willie)</i>	14 passengers	Standard	\$3.00/mile	\$200
Ford Transit <i>(Eddie)</i>	14 passengers	Standard	\$3.00/mile	\$200

Rate Calculation (Coach & Shuttle Only)

Rental rate for the Coach Bus and Shuttle is calculated at **\$1,250 per rental day or \$4.00 per mile, whichever amount is greater.*

- A rental day is defined as each calendar day or any portion thereof that the vehicle is off campus.
- Rental charges continue for every day the vehicle is in the renter's possession, including days the vehicle is not driven.
- Mileage is calculated based on total miles driven during the rental period.
- Final rental charges will be calculated at the conclusion of the rental period using the greater of the total daily rate or total mileage rate.

Short-Term Local Use (Coach & Shuttle Only)

For local rentals of four (4) hours or less, within a 75-mile round-trip radius and returned the same calendar day, a half-day rate of \$750 applies.



If the rental exceeds four (4) hours, exceeds the 75-mile radius, or is not returned the same day, the standard daily/mileage calculation will apply.

Vehicle Rental Cleaning

- A mandatory \$100 cleaning fee will be charged after each rental.
- Renters are expected to remove trash and personal belongings prior to return.

Fuel

- Vehicles are provided with a full tank.
- Vehicles must be returned full.
- If not returned full, renter will be charged \$6.00 per gallon plus a 25% administrative surcharge.

Driver Requirements

- CDL and valid medical card are required for CDL vehicles.
- Two CDL licensed drivers are required for trips exceeding 10 hours.
- MHA may provide or recommend qualified drivers for an additional fee.

Damage & Liability

- Renters are responsible for all damages, breakdowns, towing costs, and repairs incurred during the rental period.
- Damages will be assessed by Mile High Academy.
- Repair costs will be deducted from the deposit.
- Any remaining balance must be paid within 15 days of invoice.
- Vehicles are rented “as-is” with no performance guarantee.
- In the event of a mechanical issue, renter must immediately contact Andrew Carpenter at 615-339-7031.
- If necessary, the renter is responsible for returning the vehicle to MHA or to a repair facility designated by MHA, including towing costs.

Assumption of Risk

Renter acknowledges that Mile High Academy is not liable for injuries or accidents resulting from the inherent risks associated with transportation, athletic travel, or use of school-owned equipment.

RENTAL GUIDELINES

To ensure a safe, respectful, and mission-aligned use of Mile High Academy facilities and vehicles, all renters must adhere to the following guidelines:

- Use only the space or vehicle contracted. Events and activities must remain within the approved area(s).
- Food and drink are allowed only in designated areas (cafeteria unless otherwise approved).
- Alcohol, tobacco, vaping, drugs, and weapons are strictly prohibited on campus or in vehicles.
- Gambling is not permitted.
- Inappropriate or unsafe behavior may result in immediate termination of the agreement.
- All doors must be secured at the end of any facility or vehicle use.



- Kitchen use, décor, AV equipment, and event setup require advance approval. No tape or adhesives may be used on floors, walls, doors, or gym surfaces.
- Clean-up is required after each use. Floors must be swept, trash removed, and all supplies provided by the renter.
- Trash must be taken out to the appropriate outdoor receptacle after each event.
- Gym use: no food or drink unless permitted; athletic/tennis shoes only on gym floors.
- Adult supervision is required for all youth events and vehicle use.
- Renters are liable for all damages and safety responsibilities related to their event or vehicle use.
- A \$25 fine will be charged for any unreturned key(s).
- Fire code compliance is required, including occupancy limits and keeping exits unobstructed.
- Proof of church sponsorship may be required for certain activities or discounted rates.

APPROVAL PROCESS

For ongoing or long-term use of MHA facilities (weekly or multi-month use), a formal Use Agreement will be drafted and reviewed by legal counsel.

1. Submit a Facility or Vehicle Request Form at least two weeks in advance.
2. Provide liability insurance naming MHA as additionally insured.
3. Pay all applicable deposits and rental fees in advance.
4. MHA Administration will review and approve requests.
5. Long-term or recurring rentals may be referred to legal counsel for review and agreement preparation.

ADDITIONAL NOTES

- Showers are not available on site. Local options include:
 - Planet Fitness (8051 S Broadway, 303-943-1330)
 - Chuze Fitness (9449 S University Blvd, 720-716-2430)
 - HRCA Eastridge Rec Center (9568 S University Blvd, 303-791-2500)
- Damage deposit refunds may take up to one month post-event, pending inspection.
- Port-a-potty will be available for use during April to October between the soccer and baseball field.

ADDITIONAL POLICIES

- **Acceptable Use:** Events must align with the values of MHA and the Seventh-day Adventist Church.
- **Security Monitoring:** MHA facilities are monitored by security cameras. Use of the premises implies consent to video monitoring for safety, verification, and policy enforcement.
- **Background Checks:** For long-term or recurring use, renters may be required to submit background checks for all adults with access to the facility. Individuals with convictions involving violence, weapons, or sexual offenses will not be approved.
- **Emergency Contact:** In the event of an emergency or safety concern during rental use, please contact MHA Administration immediately. Emergency contact information will be provided in your confirmation email.
- **Termination Clause:** MHA reserves the right to terminate any rental agreement, short-term or long-term, for violations of school policies, failure to comply with terms, or activity that conflicts with the school's mission.



- **Cancellation Policy:** Renters must provide at least 72 hours written notice to cancel and receive a refund. Cancellations made less than 72 hours in advance may forfeit fees unless due to inclement weather or unsafe facility conditions.
- **Weather Contingency:** MHA is not responsible for cancellations due to inclement weather or unsafe field conditions. Rescheduling or prorating may be considered. However, if snow removal, shoveling, or plowing is required to make the premises accessible or usable, additional charges will be assessed to the renter to cover labor and equipment costs.
- **Fee Collection:** All fees must be paid before use unless otherwise arranged.
- **Photography/Media:** No commercial photo, video, or livestreaming without written approval.



FACILITIES & VEHICLES USE REQUEST FORM

Name: _____ Today's Date: _____

Organization: _____

Address: _____

Email: _____ Phone: _____

Date(s) of Activity: _____ Time of Activity: From _____ To _____

Rental Request:

- | | | |
|--|---|---|
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Classroom | <input type="checkbox"/> Baseball Field |
| <input type="checkbox"/> Cafeteria/Kitchen | <input type="checkbox"/> Soccer Field | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Bus | <input type="checkbox"/> Short Bus: James | <input type="checkbox"/> Ford Transit: Willie |
| <input type="checkbox"/> Shuttle | <input type="checkbox"/> Short Bus: Jimmy | <input type="checkbox"/> Ford Transit: Eddie |

Do you have sound/video equipment needs: _____ Estimated # of Participants: _____

Purpose of Use/Special Request: _____

VEHICLE RENTAL ONLY

Driver of Vehicle(s): Name: _____

License #: _____ State: _____ Expiration Date: _____

Please provide a copy of the drivers license, as well as the CDL and medical card if applicable.

CERTIFICATE OF LIABILITY REQUIRED BEFORE APPROVAL.

"The Rocky Mountain Conference of Seventh-day Adventists, 2520 S Downing St, Denver CO 80210" must be listed as the certificate holder. The description box should state: "The certificate holder is additional insured." Damage to rented premises must be a minimum of \$1,000,000.

I have read the Rental Guide and Agreement and agree to abide by all the terms stated therein.

Renter

Date

Please submit a copy of this signed Facilities Use Request Form and certificate of liability to Administration, rentals@milehighacademy.org. Questions, please call 303-744-1069.

OFFICE USE

Admin Approval: _____ Date: _____

- Certificate of Liability Received (Initials: _____)
- Contract Received if Applicable (Initials: _____)
- Rental put on Facilities/Vehicle Calendar (Initials: _____)
- Background Check complete, if applicable (Initials: _____)
- IT Notified (Initials: _____)
- Athletics Notified (Initials: _____)
- Business Office Notified, deposit received, invoice sent (Initials: _____)