

ANKENY CHRISTIAN ACADEMY
1604 WEST 1ST ST.
ANKENY, IA 50023-2525
FACILITY RENTAL – (515) 965-8114

TERMS of RENTAL

All activities must be on the official school calendar. This includes the use of any room(s) outside of the scheduled yearly events. To get on the calendar, you MUST fill out an ACA Facility Rental Contract. This form will be kept at the school office. The activity will be approved by the appropriate staff member and added to the calendar. No activity will be “official” until an application has been approved and the event added to the calendar.

The ACA Facility Rental Contract needs to be filled out at least 2 weeks prior to the event and the fees paid at the time of approval. ACA personnel will open and close the building unless other arrangements are made. The individual signing the contract must be present for the entire time the facility is rented. The association member signing the contract must be present for the entire time the facility is rented to receive this discount.

SUPERVISION: The group representative will be the first inside the facility and the last to leave, making sure the facility is left in the same condition as it was before entering. The group using the facilities must have at least one adult present during the time the facilities are being used. For youth functions such as birthday parties, the sponsor must provide at least one adult chaperone per 10 students. The group representative will be responsible for all the following regulations for the facility. The group representative will, as necessary, inform the group of all regulations, enforce these regulations, and or call law enforcement or school officials for emergency assistance.

1. The facility must be used only for the purpose that it was originally intended as set forth with the school office at the time of contract signing.
2. When gymnasiums or multi-purpose rooms are used, the only activities permitted are those which would normally be termed as indoor activities. Activities that are normally outdoor activities (such as golfing, roller-blading, soccer, throwing baseballs or softballs) are routinely prohibited.
3. Smoking is prohibited in the school building and on school grounds, unless the ground is a designated smoking area.
4. There shall be no alcoholic liquors or beverages, or drugs brought to or consumed in the building or on the school grounds.
5. There shall be no other beverages or foods brought into the buildings unless previously approved by the school office and then great care must be exercised when using these items.

CLEAN UP: All debris must be picked up by the renter. Trash bags should be placed in the outdoor dumpsters behind the building. All rooms and areas used must be cleaned, straightened, and ready for school use. All equipment, tables, chairs, etc. must be returned to proper classrooms, storerooms, etc. Remember to check lights and restrooms, as appropriate. If the kitchen is used it must be cleaned. Sinks, counter tops, and doors if dirtied must be wiped down. All dishes and utensils should be washed, dried, and put away. If the Gym is used, it is to be swept down after use.

SECURITY: All exits used by your group should be securely locked when you leave. The group representative assumes financial responsibility individually and on behalf of the organization being represented for any part of the school or contents made available that may be damaged or stolen during the hours the building was in use by the organization.

LIABILITY: The renter agrees to hold harmless, indemnify and defend Ankeny Christian Academy (including Ankeny Christian Academy’s agents, employees, and representatives) from any and all liability for injury or damage including but not limited to bodily injury, personal injury, emotional injury, or property damage which may result from any person using Ankeny Christian Academy facilities, its equipment, its entrances and exits, and surrounding areas, for renter’s purposes, regardless of whether such injury or damage results from negligence of Ankeny Christian Academy (including Ankeny Christian Academy’s agents, employees, and representatives) or otherwise.

PARKING: The group representative is also responsible for proper management of parking, building, and crowd control with special regard for safety and capacity limits. Parking must remain open for patrons of Frenchway, Bredeaux Pizza, and Daylight Donuts.

MISC: Keys, equipment, and other arrangements to assist your facility usage should be noted within the contract. Please pick up your building key (if needed) on the school day preceding your event. Facility inquiries are generally handled by the school office – 515-965-8114 between 9:00 am and 3:30 pm.

In the event of inclement weather, the group representative is responsible to coordinate all notifications of any postponements or cancellations. If snow removal is needed after school has been dismissed for the day (or for the previous school day), then the group is responsible to prepare clean, safe access for evening, weekend or holiday usage.

ADVERTISING: When publicizing your event, please clearly signify who is sponsoring the event. Ankeny Christian Academy Logos may not be used in conjunction with any event not specifically arranged by the Administration and/or School Board and sponsored by ACA.

ACA Rental Contract Fees

Use of computer equipment will not be allowed. A deposit eligible for refund will be required for any issued keys and potential damages. An additional fee may be charged by the Ankeny Christian Academy office for supervisory service by a specified ACA employee (food service personnel, athletic department personnel, custodial or maintenance staff, sound technician, or other, as necessary). Certain restrictions may apply to the use of certain facilities

Community groups and/or organizations which will be allowed use of ACA facilities shall be identified with one of five classifications for such use. Fees will be established by the Board of Education.

Class 1 - No rental fees shall be charged to the following groups for qualifying activities serving ACA students and the Association. These groups include school affiliated organizations including, but not limited to: PTF, BOE Committee meetings, ACA athletic open gyms/practices and games, Student Council meetings, Faith Baptist Bible College per quid pro quo agreement, and fundraising events to benefit the ACA association.

Rate: No Charge

Class 2 – One half of the room rental fee(s) shall be charged to association members for a non-profit event in which the association member will be present. This includes fundraisers for specific groups within the school but not a general fundraiser. (where a portion of the proceeds are shared with another entity out side of the school; where less than 100% goes to the school organization.)

Class 3 -Established fees shall be charged pursuant to specified rental rates for Class 3 groups, identified as: churches, businesses, or other local organizations having a private but local basis for school facility rental.

Class 4 – Class 4 rental rates will apply to private-for-profit events (i.e. tournaments) or fundraising purposes. Groups and local requests of a private, for-profit, non-routine, or questionable nature shall not be granted rental rights without specific approval by the administrator or his/her designee, at which time the fees shall be set. Generally, Class 4 fees shall exceed established Class 3 fees for the same facilities.

Class 5 - Long Term Lease Arrangements - ACA will enter into lease agreements for use of facilities only upon approval by the Board.

Fees:

The fees shall include, but not be limited to, the following:

Class 2:

Deposit Fees: Fob Fee - \$25

Room Deposit: Hourly rate - \$50

Half day rate - \$75

Full day rate - \$100

Janitorial Fee (required on all rentals over 2 hours or for parties over 20 people) - \$20.00 per hour.

Rental Fees: 50% of Class 3 rates

Class 3

Groups shall include, but not be limited to, the following:

- a. Churches or religious organizations
- b. Private individuals or groups
- c. Business events of a not-for-profit nature.

Deposit Fees:

Fob Fee - \$25

Room Deposit: Hourly rate - \$50

Half day rate - \$75

Full day rate - \$100

Janitorial Fee (required on all rentals over 2 hours or for parties over 20 people) - \$20 per hour.

Room-	Fee-
Gym-Full Day (8 hrs)	\$350.00
Gym-Half Day (4 hrs)	\$175.00
Gym Hourly rate	\$40.00 an hour (Two hour maximum)
Auditorium - Full Day (8 hrs)	\$350.00
Auditorium - Half Day (4 hrs)	\$175.00
Auditorium Hourly rate	\$40.00 an hour (Two hour maximum)
Lunchroom/Kitchen	\$100.00
Classroom (each)	\$25.00
<u>Additional fees:</u>	
Auditorium Sound Equipment	\$100.00 – requires ACA personnel to operate
Scoreboard	\$100.00 – requires ACA personnel to operate
Gym Mats	\$50.00
Gym Sound Equipment	\$25.00 – (Free with Score Board rental)
Volleyball Equipment	\$10.00 per net
Other Equipment	Set by administrator or designee
Janitorial Fees	\$20.00 per hour
Staffing fee	\$15.00 per hour

Class 4

To Be Determined by administrator

Ankeny Christian Academy Facilities Rental Contract

THIS AGREEMENT made and entered into this _____ day of _____, 20____, by and between the Ankeny Christian Academy Board of Education, party of the first part, and _____, party of the second part:

Date and Time of Event

Person in charge	Address	Home Phone
Office Phone	Cell Phone	E-mail

WITNESS: That the party of the first part for and in consideration of the payments herein agreed upon, hereby agrees to rent to the party of the second part:

APPROVED: _____

Building/rooms total hours of use, equipment or arrangements (hours before and after meeting included):

Estimated number authorized: _____ of people

Group's Liability Insurance Company, if required: _____

That said party of the second part hereby agrees to pay to the party of the first part for the use of such property the sum of:

Room Rental Rate: _____ Total Due: _____

Key Fob Deposit Amount _____ Damage Deposit Amount _____

Other Fees Amount: _____

Explanation: _____

That the said party of the second part hereby agrees to comply with the provisions, schedules, and conditions as established by the Board of Education and which appear on the reverse side of this contract.

Renter

Date

Ankeny Christian Academy

Date