



# Chapel Hill ACADEMY

306 West 78th Street, Chanhassen, MN 55317 Phone: 952-949-9014 Fax: 952-949-3871

## APPLICATION FOR USE OF SCHOOL FACILITIES

Applicant (Organization Name):		Today's date:
Address: (Street/City/Zip)		Phone:
Date of Set-up:	Time needed for Set-up: From: AM / PM to AM/PM	
Date of Event:	Time of Event: From: AM / PM to AM/PM	
Date of Take-down:	Time needed for Take-down: From: AM / PM to AM/PM	
Purpose:		
Organization's representative who is making request:		Phone:
Organization's representative who will be supervising event:		Phone:
Number of adults attending:	Number of children attending (through age 18):	
Rooms requested (e.g. lunchroom, auditorium (no drinks or food allowed in auditorium), gym (gym 1 or 2):		
Special equipment needs (e.g. tables, chairs, audio/visual equipment, etc.): <b>NOTE: Rental is for facility only and does not include balls or other equipment.</b>		
<p><b>FACILITY USE GUIDELINES &amp; SITE SUPERVISOR RESPONSIBILITIES:</b> Please see reverse side.</p> <p><b>PAYMENT OF USE FEES:</b> Payment for use of facilities must be received <b>no less than five (5) days prior to event.</b></p> <p><b>LIABILITY:</b> The applicant agrees to assume full responsibility for injury to persons and damage to property during time facilities are used under this agreement.</p> <p><b>INSURANCE:</b> Applicant agrees to submit a certificate of insurance or endorsement naming Chapel Hill Academy as additionally insured as respects general liability. Waivers <b>must</b> be signed in the absence of insurance certificate or endorsement. <b><u>Certificates or endorsements must be mailed or faxed directly to the office (address/fax above) to the attention of the Administrative Assistant at least five (5) days prior to the event. Waivers must be submitted no later than the start of the first event.</u></b></p>		
Signature of Applicant:		Date:
Approved by CHA Head Administrator:		Date:

### FOR OFFICE USE ONLY

<input type="checkbox"/> Date is available	RENTAL FEE:	Site Supervisor:
<input type="checkbox"/> On Master Calendar	FEE DUE BY:	<input type="checkbox"/> Site Supervisor has a list of Site Supervisor Responsibilities and a Site Supervisor Report
<input type="checkbox"/> Copy to Finance Department	Payment received date:	<input type="checkbox"/> Insurance on File Expiration date:
Keys received date: Keys returned date:	SPECIAL RATE: <input type="checkbox"/> CHA Family <input type="checkbox"/> Alumni <input type="checkbox"/> Staff <input type="checkbox"/> Coach (CHA) <input type="checkbox"/> Coach (Non-CHA)	<input type="checkbox"/> Waivers on File Date Received:

## GUIDELINES FOR THE USE OF CHAPEL HILL ACADEMY FACILITIES

1. Payment and Certificate of Insurance must be received no less than five (5) days prior to event. Waivers must be submitted no later than the first meeting.
2. Chapel Hill Academy has priority over any other group and may cancel approved use, if necessary.
3. A master calendar is maintained in the school office, listing approved reservations.

## SITE SUPERVISOR RESPONSIBILITIES

1. The building will be opened by the Chapel Hill Academy Site Supervisor no earlier than the start time stated on this form.
2. The Site Supervisor is responsible for getting keys from the Receptionist the day before or day of the event.
3. **REQUIRED: The Site Supervisor MUST be the first one of the group in the building and MUST be the last one to leave.**
4. Facility is to be left as it was found. Any repair or clean-up will be noted by the Site Supervisor and billed to your organization at cost.
5. The use or practice of the following is not permitted:
  - a. Alcoholic beverages
  - b. Music having offensive language, profanity or a message that dishonors God.
  - c. Narcotics
  - d. Smoking
  - e. Dancing
  - f. Gambling
  - g. Swearing
  - h. Or, any other questionable practice
6. Gym use: All players and coaches are to wear **clean gym-use-only gym shoes** on the wood floor.
7. Decorating Guidelines: No nails, tacks, tape, or any other adhesive product may be used on painted surfaces. The use of free-standing decorative items, e.g. balloon bouquets, artificial plants, etc. is requested.
8. All decorations and belongings must be removed from the building immediately following the event.
9. Parking lot: Please **DO NOT** park on grassy surfaces.
10. Only those rooms requested and approved for use are to be used.

**IMPORTANT NOTE ~ IF YOU HAVE QUESTIONS OR CONCERNS ABOUT THE FACILITY DURING TIME OF USE, PLEASE CONTACT ONE OF THE NUMBERS BELOW:**

- Facility Manager-Rick – (cell) 952-233-0125
- Athletic Director-Jessica – (home) 952-937-0371
- Admin. of Academic Affairs – (home) 952-949-2674, (cell) 952-380-8220
- Office Manager – (cell) 612-281-8850
- Head Administrator – (home & cell) 651-329-4005

### FACILITY USE FEES

ROOM/ EQUIPMENT	PER HR	UP TO 2 HRS	2-4 HRS	4+ HRS	WEEKEND
<b>Gym 1 (new gym)</b>	\$20 per hour				
<b>Gym 2 (old gym)</b>	\$20 per hour				
<b>Auditorium-no food or drink allowed</b>		\$75	\$125	\$200	\$400
<b>Lunchroom/Resource Rm.</b>		\$25			
<b>Classroom</b>		\$25			
<b>Kitchen</b>		\$50			
<b>TV/VCP</b>	Additional \$20				
<b>Overhead Projector</b>	Additional \$10				
<b>Sound System</b>	Additional \$25 (requires our trained staff)				
<b>CHA Site Supervisor</b>	\$20 per hour				
<b>Special Cleaning Fee</b>	Depends on room use & day of event				