

Isaac Newton Christian Academy

Patriot Center Sharing Use Policy

Mission Statement:

Isaac Newton Christian Academy's mission statement is Developing Christ-like Character and Academic Excellence. It is the desire of Isaac Newton Christian Academy (INCA) that our facilities and equipment be made available to other Christian organizations and groups to bring honor and glory to God. Rates and fees are used as a vehicle by which the user of the facility may share in the costs related to such use.

Rental Priorities:

Priorities for using or renting the Isaac Newton Patriot Center will show preference first and foremost to the school, then to individuals who are or have been members of the Linn Christian Education Association (LCEA), including students, parents, teachers, staff and alumni. Secondary priority will be given to Christian non-profit organizations, especially those whose aim is outreach to the community. Priority of use, if necessary, shall be granted in the following order:

- 1) Isaac Newton Christian Academy activities and programs
- 2) Requests by LCEA members, including staff, teachers, board members, parents, alumni
- 3) Requests by non-profit Christian organizations seeking to share the gospel with the community
- 4) Requests by churches and other non-profit Christian organizations
- 5) Requests by the public at large.

Rental Procedures:

1. Make a request for use of the facility by contacting (the school office) or filling out the form online.
2. Administrator(s) will accept or reject the request within three business days.
3. If request is granted, a deposit of half amount due is required to secure the event date.
4. Insurance waiver must be signed before rental date is confirmed and additional proof of insurance provided.
5. Deposit will be credited to the final amount due after the event.

Cancellations:

Facility usage may be cancelled up to two weeks in advance of a scheduled activity with a full refund of the deposit. If the facility is cancelled after that time period, the deposit will not be returned.

Liability Insurance:

INCA holds a property insurance and liability policy on this facility. However, INCA shall not be liable for any injuries or property damage incurred while the facility is being rented. User groups shall be required to provide proof of their own liability insurance for events held at the INCA Patriot Center in the amount of \$1,000,000. Isaac Newton Christian Academy shall be named as an "additional insured" in this policy. Proof of insurance shall be delivered to administrator at time of rental.

Supervision of Events:

Sponsoring organization and groups using school facilities shall provide sufficient and competent supervision at all times. This shall be agreed up at the time of rental. The school may require an additional INCA representative to be present during the rental period.

Care of Facilities:

INCA expects all users of the Patriot Center to leave the facility in the same, if not better, condition than it was prior to their use. All groups are responsible for cleaning up after their use. If custodial services are required to clean up after the group, INCA will charge a fee for the use of their custodian. Large groups and bookings of over a few hours will be required to pay an additional custodial fee. Large events may also be assessed an additional dumpster fee and/or usage fee for things such as paper towels, toilet paper, etc. Any and all damages to school property will be assessed and charged to the group after final inspection.

Rental Equipment:

If additional equipment, such as tables, chairs, podiums, stage, etc., are required for the event, user shall contract with a services company directly and make any and all arrangements and payments to them directly. User shall arrange for delivery and pick up during the arranged rental hours and must be present to receive the items.

Conditions of Use:

1. If event requires use of tables and chairs, event organizers must use floor mat to protect the wooden gym floor.
2. All attempts must be made to have facility users avoid wearing black-soled shoes on the wooden gym floor.
3. Users shall receive an electronic key for the facility, which will open the facility 30 minutes prior to the event unless otherwise arranged, and will be inactivated 30 minutes after the event. This card is to be left in the "card drop" box in the foyer before leaving. All doors must be locked upon leaving.
4. User is responsible for cleaning up all damage to the facility and leaving it as it was when they entered. All garbage must be placed in the dumpster on school grounds or taken with you.
5. Users shall not allow any alcoholic beverages, tobacco or illegal drugs on school grounds at any time.

Rental Costs for Isaac Newton Christian Academy Patriot Center

LCEA Member rate:	\$40/hour Max of \$400/day (no more than 12 hours) If renting > 4 hours, custodial fee of \$50 required
Non-member rate:	\$55/hour for groups <100 \$70/hour for groups >100 Max of \$500/day (no more than 12 hours) Any rental requires custodial fee of at least \$50
Ongoing events:	Discuss with administrator, discounts may be available for recurring
Tables/chairs:	Needs to be arranged and rented through services company (Tables \$3-5/each, chairs \$1-2/each)
Stage:	Needs to be arranged and rented through services company
Sound System:	Available for rent and to be set up by school personnel for \$75
Athletic equipment:	Must bring own or make special arrangements for rental or use of facility's equipment.
Concessions:	May be available by special arrangement, all proceeds would go to Isaac Newton Christian Academy.
Classrooms:	\$20/hour/classroom
Kitchen:	\$30/hour

Facility Usage Request

Contact Information:

Requesting party/organization: _____
Contact person: _____
Contact phone: _____ Application date: _____
Contact address: _____
City, State, Zip: _____ Email: _____

Event Information:

Event description: _____ Date(s) requested: _____
Is this a recurring event? _____ If yes, please list dates: _____
Event start time: _____ Event end time: _____
Set-up start time: _____ Check out time: _____
Total hours on site: _____ Estimated attendance: _____

Facilities/equipment needed:

<input type="checkbox"/> Gym/Patriot Center/restrooms	<input type="checkbox"/> Athletic equipment (list below)
<input type="checkbox"/> Classroom(s)	_____
<input type="checkbox"/> Kitchen	_____
<input type="checkbox"/> Sound system (additional charge for setup)	<input type="checkbox"/> Concessions
<input type="checkbox"/> Custodian (required if >100 people or 4+ hours)	

Certification and agreement:

The facility user agrees to comply with the above policy, conditions and all laws, rules and regulations for the use of Isaac Newton Christian Academy facilities and equipment. The user agrees to repair and make good all damages to the premises caused during user's event(s). User agrees to indemnify and save harmless Isaac Newton Christian Academy and its agents, representatives and employees from all claims, suits, actions of any nature and description for or on account of any injury, damage or liability to persons or property arising from the use of the facilities or equipment. Isaac Newton Christian Academy reserves the right to cancel this agreement in the event that cancellation would better serve the school and agrees to refund any deposits paid by the requesting party. Cancellations by the requesting party two weeks or less before the scheduled event will result in a forfeiture of any deposit.

Signature of requesting party contact

Date

Facility Usage Estimation Form

Facility	# Needed	Total hours	Rate/hour	Subtotal
Gym: LCEA member			\$30	\$
Gym: Groups under 100			\$50	\$
Gym: Groups over 100			\$70	\$
Classrooms			\$20	\$
Kitchen			\$30	\$
Equipment			Rate/use	Subtotal
Sound system			\$75	\$
Athletic equipment			varies	\$
Custodial fee			\$50 minimum	\$
Other				
Facility Usage Subtotal				\$
Recurrence (# of dates)				
Usage Total				\$
Deposit of 50% due with agreement				\$

Office Use Only:

Facility usage request approved: ____ Yes ____ No Date approved: _____

Key card issued: Date issued: _____ Card number: _____ Returned: _____

Date deposit received: _____

Date proof of insurance received: _____

Additional notes about event:
