

## **GRAA Mission Statement**

“Grand Rapids Adventist Academy is a K-12 day academy that serves the greater West Michigan area. By integrating historic Adventist Bible teachings into all academic areas, the staff endeavors to lead young people into a personal relationship with Jesus Christ while instilling an appreciating of the Adventist lifestyle and preparing them for a life of service here on earth.”  
‘Educating for Life and Eternity’.

## **Grand Rapids Adventist Academy** **Facilities Rental Policy**

Please read the above GRAA Mission Statement and the information on the back of this page, and the attached, before signing this rental agreement form.

This policy is provided to give general information about using the gym and related school areas. Monies received from event charges/collections will help cover utilities, equipment replacement, improvements, and upkeep. The maximum term of this contract is one year, after which it may be renewed annually with current insurance and other information.

### **Fees**

- **Constituent Church open gym: suggested donation is \$2 per person (Mark as gym rental and leave in drop box by the treasurer’s office.)**
- **Constituent Church event - \$75 prepaid event charge**
- **Non-Constituent Church event - \$100 prepaid event charge**
- **Private Party - \$100 prepaid event charge**
- **Lost key charge - \$100**
- **Failure to clean up after event - \$75**
- **Doors left unlocked or propped open without proper authorization - \$100 per incident**
- **All pre-paid fees are expected at the time the key is picked up from the office.**

### **Building Key**

- **The contact adult of a regularly scheduled open gym/practice time will be given a key to the building from the office. The contact adult will need to pick up a key at the office prior to the event- the key will never be sent home with a child. The key is to be returned in the mail slot by the treasurer’s office, in the hallway outside the gym, before you leave.**
- **Unauthorized duplication of key - \$100 per key, cost of re-keying building, and/or loss of facility use.**

### **Open Gym Supplies/Clean Up**

- **Balls available for use will be kept in the gym closet.**
- **Children should not be allowed to get into the equipment closet – an adult needs to take care of the balls.**
- **When finished, turn off the lights: gym, stage, hall, restrooms.**
- **If food is allowed, clean up as if it were an event – see below.**
- **All trash bins should be emptied and trash bags placed in the outside dumpster.**

### **Events Set Up and Clean UP**

- **Set up and decorating can be done two hours before the event is scheduled, provided that Sabbath hours are observed and another group is not already scheduled to use the gym at that time. Authorized school related activities take priority in building use.**
- **You are responsible for cleaning up after your event by returning things the way you found them.**
- **Additional clean up:**
  - **Clean up any spills/mop if necessary**
  - **Lock janitor’s closet**
  - **Put trash in outside dumpster**
  - **Clean up kitchen**

**Other**

- Children must be directly supervised by an adult at all times.
- Gym use is limited to the gym and bathrooms on the main floor, unless other arrangements have been approved by the administration. The rest of the building is off limits. Groups that cannot or will not control wanderers will lose the right to use the facility in the future.
- Your group is responsible for damage that occurs during use times. Report all damage to the principal immediately.
- Make sure all doors are locked when you leave.

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**Grand Rapids Adventist Academy**  
**1151 Oakleigh Road NW, Grand Rapids, MI 49504 Phone: 616-791-9797 Fax: 616-791-7242**  
**Email: info@graa.com**

**APPLICATION**

Please read the entire document, complete the following, sign it, and return it to the school office to submit a rental request. The form must have appropriate insurance information for rental by private groups. The Principal must sign the contact before it is approved. Mail this form to: 1151 Oakleigh Road NW, Grand Rapids, MI 49504 or via fax or email.

Requesting Group: \_\_\_\_\_

Date(s)/Times Requesting Use: \_\_\_\_\_

Purpose of the Event(s) or Use: \_\_\_\_\_

Contact/Responsible Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone(s): \_\_\_\_\_ Contact's Email \_\_\_\_\_

Responsible Person's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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GRAA is owned by the Michigan Conference Association of Seventh-day Adventists. Activities inconsistent with denominational or Michigan Conference, or GRAA Board policies will be denied use of the facilities.

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Not Approved**

Fee Received: \_\_\_\_\_

Fees Returned: \_\_\_\_\_

Principal's Signature:  
\_\_\_\_\_

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Updated on February 21, 2019. All previous contracts are void.