

Grand Rapids Adventist Academy

Gym Rental Policy

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.

Fees

- \$ Constituent Church open gym: suggested donation is \$1 per person (Mark as gym rental and leave in drop box by treasurer's office.)
- \$ Constituent Church event—\$50 prepaid event charge
- \$ Non-constituent Church event—\$75 prepaid event charge
- \$ Private Party—\$75 prepaid event charge
- \$ Lost key—\$100
- \$ Failure to clean up after event—\$50

Building Key

- \$ The contact adult of a regularly scheduled open gym/practice time will be given a key to the building and kitchen by gym.
- \$ Special events: Contact adult will need to pick up a key at the office just prior to the event—the key will never be sent home with a child. Key to be returned in mail slot by treasurer's office before you leave.

Open Gym Supplies/Clean Up

- \$ Balls available for use will be kept in the kitchen by the gym. The gym closet will not be available for your use.
- \$ Children should not be allowed to get into the kitchen—an adult needs to take care of the balls.
- \$ When finished, turn off lights: gym, stage, hall, restrooms
- \$ If food is allowed, clean up as if it were an event—see below

Event 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.
- \$ 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, kitchen, 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.

Fill Out and Return to School Office

1151 Oakleigh Road NW, Grand Rapids, MI 49504 Phone: 616-791-9797 Fax: 616-791-7242

Requesting Church/Organization/Person's Name: _____

Contact/Responsible Person: _____ Phone: _____

Date Request Submitted: _____ Date(s) Requesting Use: _____

Address: _____