



SAN MARCOS

ADVENTIST JUNIOR ACADEMY

1523 Old Ranch Road 12
San Marcos, TX 78666
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Email: smaja@smaja.org

COMMUNITY USE OF SCHOOL FACILITIES/GYM RENTAL AGREEMENT

Rental Regulations:

1. A school employee must be on site when facilities are used under this rental agreement.
2. No food or drinks are allowed in the school building unless permission is obtained in advance, in writing and attached to the rental contract.
3. The organization renting the facility accepts full financial responsibility for any damages done to school property during the rental period. Damage fees will be charged to the organization, including labor charges at \$25 per hour.
4. All rental hours will be charged to the full hour.
5. Changes to the initial contract may result in additional charges or loss of use of the facility.
6. San Marcos Adventist Junior Academy reserves the right to reschedule a rental event should mitigating circumstances arise regarding the school's need for the facility. If rescheduling becomes necessary, the school will provide the organization renting the facility with advanced notice when possible.

The organization renting the facility is responsible for...

- A. Providing adequate liability insurance. San Marcos Adventist Junior Academy assumes no liability/responsibility for personal injuries or property damage under this agreement.
- B. Securing appropriate personnel to handle traffic and crowd control. This is the sole responsibility of the organization renting the facility and is an additional expense outside the contract.
- C. Submitting completed contract, insurance information and full payment to the school no less than 7 days prior to the event. The renter fully understands that failure to provide these items at least 7 days in advance of the event may result in loss of use of the facility requested. Also, no dates will be confirmed on the school calendar until a rental contract is completed and authorized by the school principal or designee.
- D. Paying the school for any damage to school property done during the rental period or as a result of the rental.
- E. Supervising rental participants and attendees during the rental. This includes making sure that attendees remain in rental areas and that everyone adheres to the rules and regulations of the facility. Failure to abide by facility rules and regulations may result in immediate closure of the facility and forfeiture of fees paid.
- F. Cleaning up the facility completely. This includes sweeping, mopping (as needed), emptying trashcans, taking trash to dumpsters, etc. Failure to properly clean the facility may result in additional charges to the contract and loss of future rental privileges.

FACILITY RENTAL CONTRACT

Facility Requested: _____

Name of Organization Renting Facility: _____

Name of Person Representing Organization: _____

Address: _____

Telephone No. _____

Purpose of Use: _____

Date(s) Requested: _____

Exact Hours of Use: _____

(IF THESE HOURS ARE EXCEEDED, YOU WILL BE BILLED ACCORDINGLY.)

Charges for renting these facilities can be excused by San Marcos Adventist Junior Academy for clubs/sports/events directly related to the church or school. Damage and cleanup fees will still apply.

Excused by: _____ Date: _____

Charges are as follows:

Deposit: \$150 *(All prices below are including air conditioning/heat.) Paid on* _____

Facility	Cost	Totals:
Gymnasium	\$125 per hour	
Kitchen	\$75 per hour	
Other:	TBD	
Items Needed:	Quantity Needed:	
Chairs		
Tables		
	Subtotal:	
	<i>Less prepaid \$150 deposit</i>	
	Total Due:	

** All paperwork must be received by the Office (7) days prior to the event.

** No dates will be reserved until a completed contract is signed by the principal/designee.

Make Checks Payable to: San Marcos Adventist Junior Academy (SMAJA)

Mail Copy of Contract and Payment to: 1523 Old Ranch Road 12, San Marcos TX 78666