

ANDREWS ACADEMY
Berrien Springs, MI 49104-0560
(269) 471-3138
Fax (269) 471-6368
FACILITY USE APPLICATION

Dear Applicant:

Thanks for considering the use of our facility to host your special function. This facility use contract needs to be completed and returned to us at least 10 working days in advance of your requested use.

Please note that 100% of the usage fee plus the \$50.00 for security deposit (cleaning) are due with the return of this application.

The students, faculty, and parents of Andrews Academy are proud of the fine facility that we have and would like to preserve it in the best shape so that it can serve the needs of our students and constituents on an ongoing basis. We are depending on you and your guests to help us preserve our beautiful campus.

NAME OF PERSON OR GROUP _____

PERSON IN CHARGE _____

ADDRESS _____ Phone(W)_____ (H)_____

DATE THE FACILITY WILL BE USED _____ TIME_____

DATE THIS APPLICATION IS BEING FILLED OUT _____

AREAS OF THE FACILITY TO BE USED _____

NATURE OF FUNCTION _____

Permission to use any area of the Andrews Academy facility will be granted only upon administration approval and if the applicant agrees to the following conditions:

1. A utility fee of \$200 daily or \$35 hourly will be charged for use of Commons and/or chapel, plus one or more classrooms. For use of a single classroom or gym, the rate is \$20.00/hour.
2. The chapel P.A. system and/or video equipment is only operated by authorized academy personnel. The charge for this service is \$7.50 per hour.
3. A cleaning deposit fee of \$50.00 must be deposited at the time of the reservation. This fee is fully refundable if the cleaning is done in the satisfactory manner.
4. There must be no smoking or use of alcoholic beverages on the premises.
5. Eating is allowed **only in the Commons**. Kitchen use is for serving purposes only. No cooking, please. NO GRAPE JUICE IS ALLOWED.
6. All furniture and equipment must be returned to their original position at the end of the function.

7. THE ACADEMY'S GRAND PIANO IS NOT AVAILABLE FOR USE OUTSIDE OF THE CHAPEL.
8. Cleaning of the facility must be done immediately after the function.
9. Andrews Academy is not liable for any personal property damage to individuals using the facility under this agreement. Your groups must provide a statement from your Insurance Company showing coverage for your event.
10. No furniture may be moved from room to room or removed from the building.
11. Occupancy limit in the Commons is 200 guests seated (academy only provides seating for 110—No other academy chairs are to be used) or 250 standing.
12. An after-use evaluation will be conducted by the building supervisor to determine the condition in which the facility was left.
13. In case of an emergency, please call Andrews University Plant Service at 471-3380 or Andrews Security at 471-3321.
14. If you are issued keys for entry into the building, you must return them the first working day after your use and also ensure that all doors are locked before departure.
15. You are responsible to replace or repair any damaged equipment/furniture/facility.
ANDREWS ACADEMY IS NOT LIABLE FOR ANY PERSONAL INJURY OR PROPERTY DAMAGE/LOSS TO THOSE USING THE FACILITY. USERS ARE REQUIRED TO CARRY THEIR OWN INSURANCE.
16. The facility is not available for use during the pre-school weeks in August, during Christmas break, nor during the final two weeks of school in the spring. Academy functions take priority.
17. The earliest time a Saturday night reservation may be scheduled is one-half hour after sundown. No one is permitted in the building until that time.

18. Number of days _____ X \$200.00 _____
 Number of hours _____ X \$35.00 _____
 Single classroom # of hours _____ X \$20.00 _____
 PA/video use (time of day + # of hours) _____ X \$7.50 _____

Total anticipated charges _____

Cleaning Deposit + \$50.00

Total Due _____

Paid \$ _____ Date _____

AU Inter-departmental Charge# _____

 Signature of person in charge Date

 Signature of school official Title

Refund given \$ _____ Date _____

(If there is a cancellation, refunds will be given only if notice is given 24 hours ahead of the scheduled use.)