



# APPLICATION FOR USE OF ANDREWS ACADEMY

User/Organization/Individual \_\_\_\_\_

Person in charge \_\_\_\_\_ Andrews ID No \_\_\_\_\_

Address of person in charge \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

## Reservation Information

Facility requested

- ☐ Gym  
☐ Commons  
☐ Chapel  
☐ \_\_\_\_\_

Date(s) needed \_\_\_\_\_

Time \_\_\_\_\_

Nature of Function \_\_\_\_\_

Fees and Payment Options    Checks/IDC Account/Cash

- The facility usage fee and cleaning deposit (\$50.00) must be provided at the time of application. The deposit will be returned to payer if room is left in satisfactory condition.
- Make checks payable to Andrews Academy. All charges must be on separate checks; the deposit check will not be cashed unless the facilities are left in an unsatisfactory condition.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Official: \_\_\_\_\_ Date: \_\_\_\_\_

Fax or Email Form to: Andrews Academy Office: 269-471-3138/Fax: 269-471-6368/Email: penn@andrews.edu

	\$	# of Days/Hours	Total
Daily Fee	\$200.00		
Commons/Chapel per Hour	\$35.00		
Gym per Hour	\$20.00		
Audio Visual	\$10.00		
Other			
Cleaning Deposit	\$50.00		\$50.00
<b>TOTAL DUE</b>			

Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

AU IDC No. \_\_\_\_\_

Refund Given \$ \_\_\_\_\_ Date \_\_\_\_\_

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

## Andrews Academy Usage Guidelines

Philosophy for Andrews Academy Usage: Activities and programs which contribute toward the fulfillment of our mission statement will be given precedence. In so far as use of any given dedicated space of the facilities does not interfere with student academics for which it was originally intended, we encourage the use of space.

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.

We are pleased you have chosen to hold your activity at Andrews Academy. Choosing to use this facility for your gathering provides opportunities for a variety of services and setting for your reserved date. In recognition of the multitude of details concerning the use of the facility, the following guidelines and regulations have been instituted.

- A. 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.
- B. The chapel audio visual equipment is only operated by authorized academy personnel. The charge for this service is \$10.00 per hour.
- C. 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. This must be a separate check.
- D. There must be no smoking or use of alcoholic beverages anywhere on the premises.
- E. Eating is allowed **only in the Commons**. Kitchen use is for serving purposes only. No cooking, please. **NO GRAPE JUICE IS ALLOWED.**
- F. All furniture and equipment must be returned to their original position at the end of the function.
- G. No furniture may be moved from room to room or removed from the building.
- H. **THE ACADEMY'S GRAND PIANO IS NOT AVAILABLE FOR USE OUTSIDE OF THE CHAPEL.**
- I. Cleaning of the facility must be done immediately after the function.
- J. Keep children supervised at all times.
- K. **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 AND PROVIDE A STATEMENT DEMONSTRATING SUCH FROM THEIR INSURANCE COMPANY.**
- L. 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.
- M. An after-use evaluation will be conducted by the building supervisor to determine the condition in which the facility was left.
- N. In case of an emergency, please call AU Plant Service at 471-3380 or Andrews Security at 471-3321.
- O. The sponsoring group must designate a member of the group to be responsible for the entrance and exit of ALL participants.
- P. The use of facilities, by non-school groups shall not conflict with any schedule of the academy, faculty, staff, or students. 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, or when Academy functions are scheduled.
- Q. A Saturday night reservation may be scheduled one-half hour after sundown. No one is permitted in the building until that time.
- R. Non-compliance with any of these rules and regulations may result in immediate cancellation of the contract agreement.

I have read the Policies and Guidelines for the use of Andrews Academy and agree to abide by the conditions outlined therein. If damage to the facility occurs in connection with this function that exceeds the amount of the security deposit, I agree to be responsible for the cost of damages or replacement, whichever is stipulated by the Principal. If heavy cleaning is required for which the Academy has to pay extra custodial fees, I agree to be responsible for these additional charges and agree to abide by all conditions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# GYMNASIUM GUIDELINES

## **Includes:**

- Two basketball courts.
- Volleyball and badminton nets and standards available.
- Floor hockey and indoor soccer nets available.
- Messazine use (Fitness Center) is not allowed.

## **Gym Use Regulations:**

- No food or drink permitted in the gym area. Only water may be brought into the gym by players/spectators.
- No wet shoes or boots should be worn in the gym area.
- Street shoes are not allowed while participating in athletic events.
- No smoking/drinking of alcoholic beverages are permitted in the gym or campus.
- Only designated equipment is to be used.
- All activities are restricted to the gym area and restrooms/locker rooms.
- All duties noted on GYM USAGE CHECKLIST shall be completed.
- Any damage must be reported to Mrs. Samantha Mills at: [samantham@andrews.edu](mailto:samantham@andrews.edu).

## **GYM USAGE CHECKLIST**

Before using the gym:

- Floor must be dust-mopped.
- Street shoes must be changed.

After using the gym:

- Clean portable tables and chairs and return to the storage room.
- Sweep floors with dust broom. Mop any spills.
- Place all trash in the outside dumpster and replace liners.
- Return all sports equipment to the proper storage area.
- Turn off lights.