



Gym Rental Form

Person or Group requesting gym: _____

Parent organization (if applicable):

Church _____
Name

Business _____
Name

Other _____
Name

Reason for request: _____

Number of People Attending _____

Time requested:

Start time ____:____ am pm

End time ____:____ am pm

Date requested ____/____/____

One time request

Ongoing request End Date ____/____/____

* Person responsible for gym must be 21 yrs or older

Contact information of the person responsible for gym decorum and clean up:

Name _____ Phone Number _____

Address _____ City/State _____ Zip _____

Gym Rental Fee

Payment must accompany the completed application.

(Please make check payable to ***Killeen Adventist Junior Academy***)

Church member \$40.00

Non-Church member \$80.00

Security deposit

Please write a separate check of \$100.00 for this deposit.

(Please make check payable to ***Killeen Adventist Junior Academy***)

If you are renting for an event, a security deposit of \$100.00 is required and will be returned at the conclusion of the event if no damage is found or additional cleaning is needed. Any additional cost to repair damages will be billed accordingly.

Rental fee waiver

All church sanctioned activities are waived from the rental fee and security deposit. To verify if your activity may be waived please contact the pastor, school board chairman, or principal.

By signing this application the person whose signature appears below signifies that he or she (1) is responsible for the group, (2) will see that the building and equipment are not misused, and (3) will insure that groups have proper adult supervision.

I acknowledge and assume all responsibilities for my group and hereby waive and release any and all rights and claims against Killeen Adventist Junior Academy and its employees for any and all incidents, injuries, accidents, disabilities or loss or damage to person or property during my scheduled activities Killeen Adventist Junior Academy. I understand that Killeen Adventist Junior Academy reserves the rights to end the activities early if in the event there is a potential safety issue or if property damage is caused by my group. My signature implies agreement with what is written in this page.

Applicant's Signature

Date Approved

School Representative's Signature

Pastor's Signature



GYMNASIUM RENTAL POLICY

Application

Anyone who wants to rent the gymnasium of Killeen Adventist Junior Academy for any event must complete this application. The applicant must be 21 years or older, responsible for the group and present at all times during the event. Signed application accompanied with the payment must be turned in to the **school administrative assistant** prior to the event date.

Groups using the facility are responsible for care and will be charged for damage to any property or furnishings. All accidents, injuries and damages must be reported immediately to a staff member or pastor. KAJA is not responsible for any incidents, accidents, or injuries to persons, loss or damage of personal items. User groups shall not hold KAJA responsible in any way.

Fees

Payment: Payment must accompany the completed application.

Damage and clean-up deposit: If you are renting for an event, a security deposit of \$100.00 is required and will be returned at the conclusion of the event if no damage is found or additional cleaning is needed. Any additional cost to repair damages will be billed accordingly. Please write a separate check for this deposit.

Rules

1. Applicant must be responsible and present at all times during the event.
2. Shoes are required at all times.
3. Shirts are required at all times.
4. Children under the age of 12 must be supervised by an adult at all times.
5. Must bring your own sports equipment.
6. No hanging on the basketball rims.
7. Nothing should be thrown from the gym to the ceiling above.
8. The facility must be returned to its original condition after use. The associated cleaning fee will be imposed if the room is not cleaned.
9. All classrooms are off limits.
10. No running up and down stairs.
11. **All doors must be lock prior to leaving the gym.**