



Facility Use Form - Use of Mooresville Christian Academy Facilities by Third Parties

Who may use the facilities?

Organizations whose charter or mission statement is consistent with the Mission Statement and Statement of Faith of Mooresville Christian Academy may apply to use the facilities of Mooresville Christian Academy for functions that are to the glory of God and growing Christianity in the community. All groups must observe the rules and regulations in place for school usage. Groups that have children or minors in attendance must also have adult supervision.

When the facilities may be used

Mooresville Christian Academy facilities may only be used when the building is not scheduled for school use, and we have staffing available to monitor outside events.

How to apply for use of Mooresville Christian Academy facilities

The Request for Facility Use form must be completed fully and submitted to the MCA Administrator for approval. The Administrator is the only MCA employee who is empowered to review and accept or deny requests for use of the facilities. If the request for use is approved, the applicant must complete and return the Third Party Event Contract to the Administrator.

Fees for use

The cost for use of the facilities is variable, and depends upon which areas of the school are used and for how long. The Facility Use Charges schedule (sample form attached) explains these fees in detail. Please note that in addition to use fee(s) a damage deposit must be made and there may be additional charges as well, depending upon the needs of the organization. The fee schedule is set by the Facilities Committee and approved by the School Board. All fees must be paid in full when billed by Mooresville Christian Academy. Events that are recurring may have a payment schedule that is set at the discretion of the Administrator.

Scheduling

Any request for facility use should be submitted to the Administrator not later than two weeks in advance of the planned event. Events that are approved will be placed on the master calendar for school events and posted on the Mooresville Christian Academy website. Requests by third parties may not supersede previously planned Mooresville Christian Academy events. Conflict over facility usage must be arbitrated by the Administrator, or by the Mooresville Christian Academy Principal if the Administrator is not available.

Termination of contract

Either Mooresville Christian Academy, or the third party using the facilities, may choose to terminate the contract. Intent to terminate the contract for use must be provided in writing one week in advance of the scheduled event. This policy may be accepted and the contract may be terminated by MCA immediately if excessive or deliberate damage has been done to the facilities. The MCA Administrator has sole discretion and authority to make this decision.



Event _____

Date _____ Time: from _____ to _____

Organization _____

Contact Person for organization _____

Street Address _____ City _____ Zip _____

Cell Phone: _____ Business Phone: _____

Email Address: _____

Check here if this is a recurring event. If so, what is the frequency?

Please check all of the MCA facilities that are being requested for use:

Gymnasium	Kitchen	Other areas (specify below)
Bleachers	Microwave	
Folding chairs	Sink, clean-up	
Folding tables		
Other (specify)		

Will food be served? _____ If so, what type? _____

Are there additional needs/uses not detailed above?

 For MCA Administration Only

_____ This event is approved _____ This event is NOT approved

Signed _____ Date _____



Fee type	User	Faculty/Staff/MCA student family	Church	Other Christian organization
Damage deposit		\$200	\$200	\$200
Open and close building		\$20	\$20	\$20
Gym rental (4 hour minimum)		\$25/hour	\$50/hour	\$100/hour
Kitchen (4 hour minimum)		Included	Included	\$25/hour
Classrooms (including modular units) (1 hour minimum)		\$5/hour/room	\$10/hour/room	\$50/hour/room
Commons area (hallways, Rotunda)		No charge	No charge	No charge
Set-up and take down tables and chairs		\$20/hour/person (\$20 minimum)	\$20/hour/person (\$20 minimum)	\$20/hour/person (\$20 minimum)
Cleaning (\$40 minimum)		\$20/person/hour	\$20/person/hour	\$20/person/hour

Contract for Use of Mooresville Christian Academy Facilities

Event Date: _____ Time: from _____ to _____

Organization _____

Person authorized to execute this contract _____

Street Address _____ City _____ Zip _____

Cell Phone: _____ Business Phone: _____

Check here if this is a recurring event. If so, what is the frequency?

Please check all of the MCA facilities that are being requested for use:

	Gymnasium		Kitchen		Other areas (specify below)
	Bleachers		Microwave		
	Folding chairs		Sink/Cleanup		
	Folding tables				
	Other (specify)				

Requestor acknowledges and agrees to the following:

1. The requestor is responsible for all damage to equipment and the facility during the time the requestor is using the property.
2. The requestor shall leave the facilities clean and in the same condition that the requestor found the facilities.
3. No smoking nor consumption of alcoholic beverages is permitted on school premises (inside or outside)
4. All members of the requestor organization shall restrict activities to the areas of the school specifically identified for use, and the hallways leading to and from those areas.
5. The requestor organization agrees to provide adult supervision for any children or minors in attendance while using Mooresville Christian Academy facilities.
6. Upon approval of the request to use the facilities, and when billed, the requestor shall pay Mooresville Christian Academy the following charges:
 - a. Damage deposit of \$200. This fee shall be returned if the facilities are left in the same condition as found, or the fee may be applied to the facility charges below.
 - b. Opening/closing fee of \$20.
 - c. Total facility use fee of \$ _____

7. Additional optional fees
 - a. Clean-up. Please check one of the following:
 We will accept responsibility for cleaning all facilities we use
 We prefer that Mooresville Christian Academy arrange for cleaning (at the rate of \$20/person/hour)
 - b. Set up and take down of tables and chairs. Please check one of the following:
 We will accept responsibility for set up and take down
 We prefer that Mooresville Christian Academy arrange for set up and take down (at the rate of \$20/person/hour)
 8. The requestor understands that the school insurance does not insure the requestor, or members of that group or organization.
 9. Either Mooresville Christian Academy or the requestor may choose to terminate the contract. Intent to terminate the contract for use must be provided in writing one week in advance of the scheduled event. For recurring events, this policy may be excepted and the contract may be terminated by MCA immediately if excessive or deliberate damage has been done to the facilities. The MCA Administrator has sole discretion and authority to make this decision.
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Copy of requestor liability policy on file at Mooresville Christian Academy