

User Fees for Outside People Renting the JKL Facility

Name _____ Company/Organization _____

Mailing address: _____

Phone number _____ Email address: _____

The academy reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of the school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Administrator with or without due notice. All approvals are to be granted with this understanding.

Location	Fees (per hour for equipment)	
Gym (not including locker room) required to have indoor gym shoes, and no food or beverages allowed)	\$75.00	
Multi-purpose room	\$40.00	
Cafeteria (kitchen off limits)	\$40.00	
Library	\$40.00	
Hallways	\$40.00	
Equipment	Fees	
Podium	\$5.00	
Tables	\$5.00	
Projector and Screen (gym)	\$15.00	
Scoreboard	\$25.00	
Volleyball (nets/poles)	\$50.00	
Risers	\$10.00	
Stage	\$25.00	
Sound System	\$50.00	
Personnel Fees	*Fees (all fees per hour if JKL custodian is not on duty for all facility use)	
Custodian	\$40.00 per hour	

***See terms & conditions**

- JKL Bahweting School's facility will be available from 7:00 a.m. -10:00 p.m. on weekends (if JKL custodial service is available) and from 4:00 p.m. and no later than 10:00 p.m. on weekdays unless occupied for school events, weather permitting.
- Any Damage will be paid by the renter, and the space must be left in the same condition as it was found. Any damage or cleaning fees will be assessed if needed by the Superintendent.
- A School Administrator has the right to cancel facility usage requests at any time.

Date(s) needed: _____ Area requested: _____

Equipment needed _____ Estimated # of attendees _____

Sign _____ Date _____

Terms & Conditions

Facility Request Form for JKL Bahweting School PSA

- The applicant hereby agrees to indemnify and hold harmless the Academy, its officers, employees and Board of Directors from damages to any person or property in or about the Academy premises from any cause whatsoever. All persons or groups using the school facilities shall be responsible for the proper supervision, control and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order.
- Access to rooms or facilities other than approved by the application shall not be permitted.
- No intoxicants or narcotics shall be used in or about school buildings and premises including playing fields, nor shall profane language, quarreling, fighting, or gambling be permitted. Smoking and vaping on school grounds is prohibited.
- All persons entering the building must enter through the main entrances of the building.
- JKL Bahweting School's facility will be available from 7:00 a.m. to 10:00 p.m. on weekends, and 4:00 pm. to 10:00 p.m. on weekdays weather permitting, unless otherwise approved by a school Administrator.
- Any damage will be paid by the renter, and the space must be left in the same condition as it was found. Any damage or cleaning fees will be assessed if needed by the Superintendent.
- A school Administrator has the right to cancel facility usage requests at any time.
- The Academy reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of the school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Administrator with or without due notice. All approvals are to be granted with this understanding.
- Room use of the facility is \$40 per day. Gym usage is \$75 per hour. There are additional fees for use of school owned equipment. This includes podium, tables, chairs, sound system, risers, and stage (fees range from \$5 to \$50 depending on equipment, please call Skye Dale for more information at 906-635-5055 ext. 103).
- This fee is payable PRIOR TO USE of the facility, and payment must be made at the main office.
- There may be an additional charge of \$40 per hour for a custodian if needed, or if there is cleanup required or our staff after the event (for both profit or non-profit use).
- By signing you are agreeing to the terms described on this page.
- If terms are violated by staff or public use, persons may be barred from future use of the facility.

By signing below I agree to the terms & conditions listed above:

Signature _____

Date _____

Print name _____