



# THE FOUNDERS ACADEMY

## Facilities Use Request Form

Updated: July 31, 2019

Today's date: \_\_\_\_\_

Name of person (and organization) making the request:

\_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Date(s) desired: \_\_\_\_\_

Time of activities: Start \_\_\_\_\_ End \_\_\_\_\_ Anticipated number of people: \_\_\_\_\_

Type of activity: \_\_\_\_\_

### Space requested:

**\*\*Please circle:** Upper Café ~ Lower Café ~ Classroom(s)

### Room Rental Rates:

Classroom: \$75 - half day (up to 4 hours)      \$150 - full day (5-8 hours)

Cafeteria: (upper and lower - after school/weekends only): \$150 - half day (up to 4 hours)      \$300 - full day (5-8 hours)

Staff Support: if staff is required to be present for lock up - \$25/hour

### Items needed:

**\*\*Please circle items needed and list the number of items needed on the line to the right**

Chairs \_\_\_\_ ~ Tables \_\_\_\_ ~ Projector \_\_\_\_ ~ Internet Access \_\_\_\_ ~ Other \_\_\_\_\_

*Please note the campus of The Founders Academy is smoke, drug, and alcohol free at all times! All groups using The Founders Academy facilities must make people aware of Emergency Exits. Before your scheduled event begins, please point out all emergency exits to attendees. Obey all parking signs and NO parking in fire lanes. Thank you!*

*Certificate of insurance naming The Founders Academy as additionally insured must be provided in advance of using the facility. Minimum limits is \$300,000 property and liability insurance.*

- Office Use Only -

Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_

Total fee depends on the size of event. Total amount due for your event is: \$ \_\_\_\_\_

Signature of Authorized Person \_\_\_\_\_ Date \_\_\_\_\_