



# LEXINGTON CHRISTIAN ACADEMY

Welcome to Lexington Christian Academy!

We are happy to hear of your interest in renting our facilities. We hope that we can accommodate your request. Below please find our guidelines and current rates. Our rates reflect that we staff each rental with an LCA employee to assist you and provide a point of contact in case of emergency. The rates also reflect our objective to maintain our facilities at the highest level of quality which especially applies to our outdoor fields.

For further information, questions or to request a rental, please send an email to [rentals@lca.edu](mailto:rentals@lca.edu) .

Thank you,

Lexington Christian Academy Rentals Staff



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## EVENT PLANNING/FACILITIES USE FORM

Please complete this form to request use of the LCA facilities. Upon review of the request, a representative from LCA will contact you to confirm availability, and follow up with a use contract. Use of the facilities is not confirmed until a contract has been completed, signed and approved, and a deposit received. Please submit this form no less than **two weeks prior** to the event to [rentals@lca.edu](mailto:rentals@lca.edu).

**Event Date:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**Person Requesting Facilities Use:** \_\_\_\_\_

**Person in charge of Event:** \_\_\_\_\_

**Nature of Event:**

**What School Facilities do you hope to use?**

Activity Center \_\_\_\_\_ Gym \_\_\_\_\_ Baseball Field \_\_\_\_\_ Soccer/Lacrosse Field \_\_\_\_\_

Pool \_\_\_\_\_ Dining Room \_\_\_\_\_ Library \_\_\_\_\_ Other \_\_\_\_\_

Is there school equipment will you need to use? (athletic, AV equip, coffee pots, piano, etc.)

\_\_\_\_\_

**Set Up/Clean Up:**

**What time will you set up:** \_\_\_\_\_

**Who will be responsible for clean up:** \_\_\_\_\_

**Do you request a specific LCA employee to open/close the building:\_\_\_\_\_ Name: \_\_\_\_\_**

**Special Requirements:**

**Parking – How many vehicles to do you anticipate for the event:** \_\_\_\_\_

**Other Special Requirements:**



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## FACILITY USE GUIDELINES

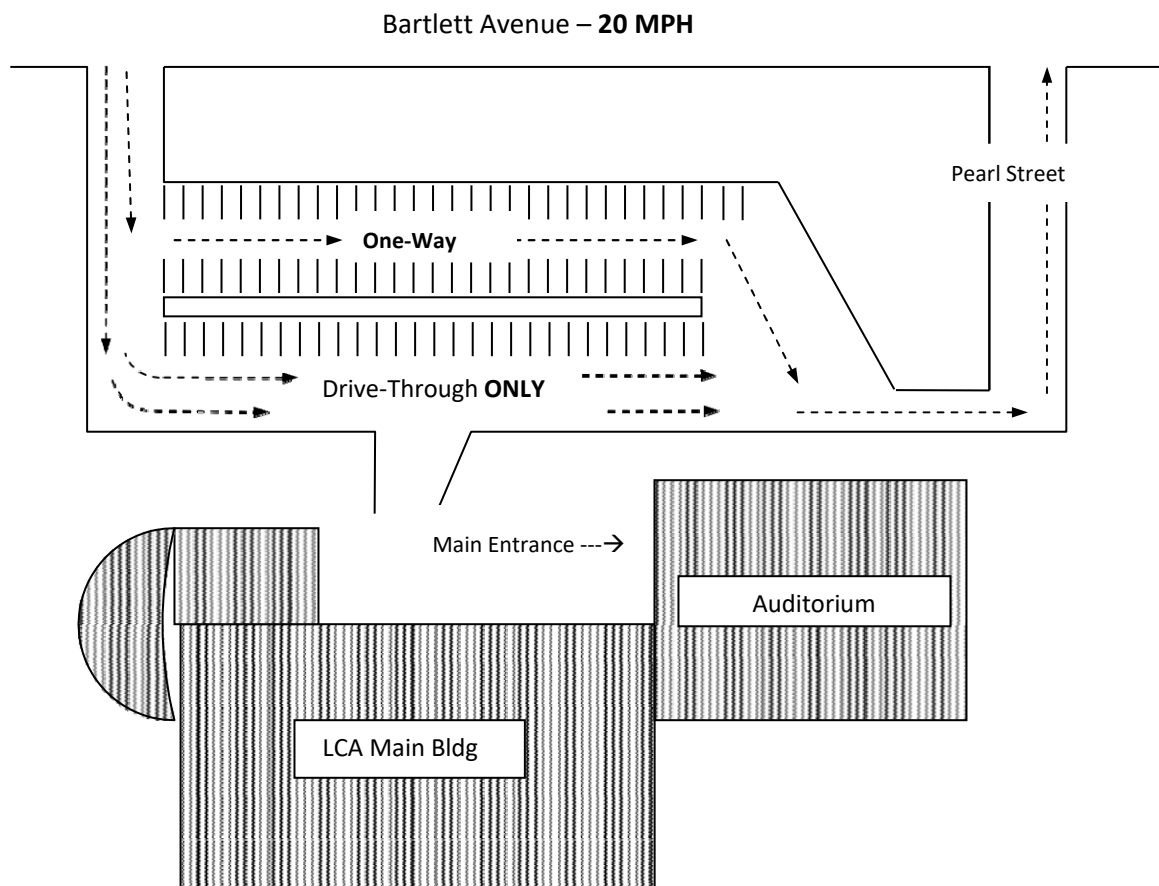
Lexington Christian Academy welcomes you. We hope you enjoy the use of our facilities. While using, please adhere to the following guidelines:

1. Please obey the **20 miles per hour speed limit** on Bartlett Avenue. There are many families with young children and pets in the neighborhood.
2. Only allow appropriate footwear on the playing surface of the basketball courts. Black soled sneakers that leave behind marks are not allowed.
3. No adult or child should be on, or attempting to climb, the LCA Rock Wall or the bleachers, when retracted.
4. Make sure all trash and clothing are picked up at the end of the rental session.
5. People should use the restrooms that are on the first floor near the Gymnasium. Please restrict participants from roaming the building. Access to the second floor is not allowed for any reason. No one should be in the hallways without supervision and no one should open the lockers.
6. Everyone should enter the building through the front door (Blue Awning over it). Please do not prop any other doors in the building open.
7. All students, children, athletes should be supervised at all times; the building supervisor is on site to help with any problems that arise but is not responsible to supervise the people associated with a rental.
8. No student, child, athlete should be left at the facility waiting for a ride by themselves.



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## TRAFFIC PROCEDURES



## GENERAL TRAFFIC FLOW

- Drive cautiously and watch for pedestrians
- One-way movement only! (see diagram)
- Exit via Pearl Street from the Drive-Through and Drop-Off / Pick-Up lanes (see diagram).



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## RENTAL RATES

FACILITY	HOURLY RENTAL RATE	COMMENTS
Miles Strodel Gymnasium	\$150 per hour < 4 hrs; \$135 per hour > 4 hrs	Available to rent: when not in use by LCA, mid-September through mid-May; M–F 7:00 pm – 9:30 pm, and on Saturdays
Fields (Baseball, Soccer, Lacrosse)	\$150 per hour < 4 hrs; \$135 per hour > 4 hrs	Available to rent: when not in use by LCA, mid-September through mid-June; M–F 5:45 pm – 8:15 pm (pre-sunset; no lights), and on Saturdays
Dining Room	\$80 per hour < 4 hrs; \$70 per hour > 4 hrs	Available to rent: when not in use by LCA, mid-September through mid-May; M–F 5:30 pm – 9:30 pm, and on Saturdays
Activities Center	\$80 per hour < 4 hrs; \$70 per hour > 4 hrs	Available to rent: when not in use by LCA, mid-September through mid-May; M–F 5:30 pm – 9:30 pm, and on Saturdays
Individual Classroom	\$70 per hour < 4 hrs; \$65 per hour > 4 hrs	Available to rent: when not in use by LCA, mid-September through mid-May; M–F 5:30 pm – 9:30 pm, and on Saturdays
Library	\$80 per hour < 4 hrs; \$70 per hour > 4 hrs	Available to rent: when not in use by LCA, mid-September through mid-May; M–F 5:30 pm – 9:30 pm, and on Saturdays
North Campus Music Room Basement Floor	\$80 per hour < 4 hrs; \$70 per hour > 4 hrs	Available to rent: when not in use by LCA, year round

### Please Note:

1. We do not rent our facilities on Sundays and the kitchen is not available for rent.
2. An additional fee of \$50 will be assessed to move a piano to and from a location.
3. LCA activities, games, practices, tournaments take precedence.
4. All rentals are subject to the weekly approval of playable conditions as expressed by LCA.
5. All field rentals require an LCA staff person to be onsite monitoring the building and the fields.
6. LCA must receive Certificate of Liability Insurance before the first rental period.
7. A fully executed contract and deposit must be received to reserve facility on requested rental date(s).