



MARANATHA CHRISTIAN ACADEMY

Covenant Facility Rental

Request Form

Subject to the Terms & Conditions which accompany this form.

OFFICE USE ONLY

Reservation Number:

☐ Approved☐ Declined

The requested event is not confirmed until you receive this form indicating approval above.

EVENT & FACILITY DETAILS

Today's Date:					
Facility Area Requested:	☐ Gym	☐ Field / Track	☐ Nest	☐ Flight Center	☐ Classroom
Group Requesting Facility:					
I have read the MCA Statement of Faith and agree to abide by its precepts while directing use of the facility.				☐ Yes	☐ No
Starting Date:		Ending Date:			
Set Up Start Time:		Event Ending Time:			
Event Start Time:		Teardown Time:			
Day(s) of the Week Needed:					

GROUP / ORGANIZATION INFORMATION

Group / Organization Name:			
Group / Organization Address:			
City, State, Zip:			
Organization Email Address:			
Day Time Phone:		Cell Phone:	
Estimated Total Attendance:		Est. Number of Minors:	

ACKNOWLEDGEMENTS

Do you plan on serving food?	☐ Yes	☐ No
Do you agree that no alcohol is to be served / present in the facility?	☐ Yes	☐ No
Do you understand the MCA kitchen is unavailable for rental?	☐ Yes	☐ No
Do you want to hire MCA Security Personnel? Please note: security personnel is not always available. If available, 100% of the cost per hour is above the rental fees.	☐ Yes	☐ No

EQUIPMENT & ADDITIONAL NOTES

List any school equipment needed (TV, projector, microphone, tables, etc.) and any other details. Additional fees may apply.
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FOR OFFICE USE ONLY

Do not write below this line — MCA administration only

Approved by:	
Supporting personnel:	AV, security, custodial, restrooms — names, roles, and hours assigned

Facility Rental Fees

This request for a facility rental is subject to the Terms & Conditions which accompany this form. Approval is via MCA administration. Once approved, rental fees are due no later than **15 days** before the event. We have a strict "No Payment, No Access" rule. Thank you!

Completed forms must be submitted to BOTH Mr. Brett Perry, Assistant Athletic Director (perryb@ma-kc.org) **and** Chase McRae, Chief Financial Officer (mcraec@ma-kc.org). All fees are due at contract signing. Unused time may be applied to future events.

Building, Room & Field Options	Cost per Hour
Gym	\$150
Field / Track	\$100
Field / Track – night use	\$125
Flight Center	\$50
Classroom (limited availability)	\$50
Nest	\$100

Partnering Affiliate Rate	Cost per Hour
Gym	\$50
Field / Track	\$50 – \$75
Field / Track – night use	\$75
Flight Center	\$50
Classrooms (limited availability)	\$50
Nest	\$50

Additional Requirements or Fees for Service	Cost per Hour
A/V fee personnel	\$150
Security personnel	\$100
On-site custodial	\$50
On-site restrooms	\$50 (per bathroom)

Mission

The mission of Maranatha Christian Academy is to train and equip students for life and for service to Jesus Christ through a biblical worldview, character development, and academic excellence.

Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative, and inerrant Word of God (*II Tim. 3:15, II Pet. 1:21*).
- We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (*Gen. 1:1, Matt. 28:19, John 10:30*).
- We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, and His personal return in power and glory (*John 10:33, Isa. 7:14, Matt. 1:23, Luke 1:35, Heb. 4:15, Heb. 7:26, John 2:11, I Cor. 15:3, Eph. 1:7, Heb. 2:9, John 11:25, I Cor. 15:4, Mark 16:29, Acts 1:11, Rev. 19:11*).
- We believe that God is the Creator of all things, including mankind. Men and women were created by God (*Gen. 1 & 2, John 1:1-5*).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone we are saved (*John 3:16-19, John 5:24, Rom. 3:23, 5:8-9, Eph. 2:8-10, Titus 3:5*).
- We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life and that they are lost unto the resurrection of damnation (*John 5:28-29*).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (*Rom. 8:9, I Cor. 12:12-13, Gal. 3:26-28*).
- We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life (*Rom. 8:13-14, I Cor. 3:16, I Cor. 6:19-20, Eph. 4:30, Eph. 5:18*).
- We believe that God wonderfully foreordained and immutably created each person as either wholly male or wholly female in conformity with the biological sex. The sex of a person at birth is their sex as God does not make mistakes. These two distinct yet complementary genders together reflect the image and nature of God (*Gen. 1:26 & 27*).
- We believe that the term marriage has only one meaning: the God-created sacrament or union of one man and one woman in a single, exclusive, covenant commitment, as delineated in Scripture, distinguished by sexual exclusivity, permanence and devotion to their good and to the welfare of any children within the family (*Num. 30:2, Jam. 5:12, Heb. 13:4*).
- We believe that God intends for sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God's command is that there be no sexual intimacy outside of or apart from the man-woman marriage relationship (*I Cor. 6:18, I Cor. 7:2-5, Heb. 13:4*).
- We believe in the sanctity of all human life, including the pre-born from conception, and consider each person to be of infinite value and each life a gift from God to be cherished, nurtured, and redeemed (*Gen. 1:27, Gen. 9:6, Psalms 139:13-16, Luke 1:44*).
- We believe that when disputes, disagreements, or other offenses arise among members of the body of Christ, it is a matter of grave concern for the whole body. Conflicts that occur in the body should be resolved promptly. We believe God calls us to proceed with one another with the "same attitude that was in Christ Jesus," and to follow biblical principles for conflict resolution (*Matt. 5:23-24, Eph. 4:26-27, Phil. 2:5, Matt. 18*).

MCA Facility Rental — Terms & Conditions

Criteria for Approval of Facility Usage

- **Facility rentals must:**
 - Support the Mission and Strategic Plan of MCA.
 - Be temporary, occasional, and incidental to normal school operations.
- **Facility rentals must NOT:**
 - Conflict with school policies or procedures.
 - Compete with existing school programming.
 - Interfere with public health, safety, or security.
 - Unnecessarily create safety or security concerns.
 - Unreasonably compete with local private enterprise.
- **Facility rentals may not be used for:**

- Any purpose that fails the primary criteria set forth above.
- **Facility rentals may only be approved if:**
 - They meet the above criteria.
 - All fees have been paid.
 - All associated Terms & Conditions have been accepted and followed by the Group / Organization.

Requirements

- **Rental fees** are based on the type of facility, services required, and charitable status. A completed Facility Rental Request Form must be submitted at least 30 days before the requested rental date.
- **Incomplete forms** may result in delayed approval. Requests are approved in the order received.
- **Cancellations** must be notified at least 10 days prior to the scheduled event. Failure to comply will result in charges. In the event of late arrival or no-show, staff will wait for one hour before vacating. Rental fees already paid are nonrefundable. The renter will need to select an alternative date for a future rental.
- **School priority:** the school and its supported groups have first priority for facility use. The school reserves the right to approve or deny any request. Cancellations may occur if the facility is required for educational or sports purposes.
- **Facility availability:** rentals are unavailable on dates when the school is closed.
- **Rentals are non-transferable:** facilities cannot be sublet.
- **Compliance with rules:** Groups / Organizations must abide by all applicable MCA rules and policies and all local, state, and federal laws. Non-compliance may result in termination, liability, or denial of future rentals.
- **Use of school equipment** (e.g., TV, projector, microphone) must be included on the Facility Rental Request Form. Additional fees may apply.
- **Tobacco and drug-free campus:** use of tobacco is permitted only in personal vehicles. Illicit drug use on school property is prohibited.
- **No alterations:** no paint, tape, nails, or other construction work may be done without prior approval.
- **Food and beverages** require prior approval. No alcohol is permitted.
- **Insurance requirements:**
 - Group / Organization must provide proof of Commercial General Liability insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate liability.
 - If the insurance specifies “Damage to Rented Premises,” it must include coverage of at least \$100,000 for each occurrence.
 - For events involving minors, coverage for sexual abuse / misconduct-related claims must be provided either as an endorsement to the general liability policy or through a separate policy.
 - Workers’ compensation insurance must cover statutory limits, and employer’s liability insurance should include limits of \$500,000 per accident, per policy, and per employee.
 - The Certificate(s) of Insurance must be on file in the appropriate scheduling office 30 days prior to the event.
- **Security:**
 - Security personnel from MCA or local police may be required based on the nature or size of the event. The Group / Organization will be notified, and they will be financially responsible for the security personnel assigned, whether required or requested.
 - If the event involves minors or sensitive activities, additional security protocols, such as entrance monitoring and bag checks, may be required.
- **Custodial services:** custodians may be assigned to an event depending on the date, time, and number of attendees. Custodians are scheduled for 30 minutes prior to the event, during the event, and 30 minutes after for set-up and cleaning. The Group / Organization will be charged for this additional time. Any extra clean-up, set-up, or labor may incur additional custodial fees.
- **Damages, liability, and indemnification:**
 - Group / Organization is responsible for all damages or loss to the building, facilities, or equipment and any injury to persons or property during the event.
 - Any pre-existing damages observed upon entry must be reported immediately to the custodian or school personnel on duty.
 - Group / Organization agrees to indemnify, defend, and hold harmless MCA, its trustees, officers, employees, and agents from any liability, damages, costs, and expenses, including attorney fees, arising out of or in connection with the event.



- **Force majeure / weather:**

- Rentals may be canceled, denied, or made impossible due to events beyond school control, including weather, acts of God, governmental restrictions, epidemics, or pandemics.
- If the school decides that a scheduled event may proceed despite inclement weather, the Group / Organization will be responsible for additional costs, such as custodial charges for snow / ice removal or cleaning. Alternatively, if the Group / Organization decides not to proceed, preparation expenses may still be incurred.
- If the school cancels the event due to weather or other uncontrollable circumstances, the Group / Organization will be refunded any pre-paid fees or offered a rescheduled date without further obligation.

Waiver and Release of Liability

1. By signing this Waiver and Release of Liability (the "Agreement"), I waive and release Maranatha Christian Academy, its agents, servants, employees, insurers, successors and assigns from any and all claims, demands, causes of action, damages or suits at law and equity of any kind, including but not limited to claims for personal injury, property damage, medical expenses, and loss of services, on account of or in any way related to or growing out of my presence or involvement at the facility.

This waiver and release is intended to and does release Maranatha Christian Academy from any and all liability for damages or injuries on account of or in any way related to or growing out of my negligence, the negligence of third parties, and Maranatha Christian Academy's negligence. This is not intended to release Maranatha Christian Academy from any liability resulting from their intentional conduct.

I further covenant and agree not to institute any claims or legal action against Maranatha Christian Academy for any claim released by this Agreement. I further agree that should any claim be made against Maranatha Christian Academy in contravention of this Agreement, including but not limited to derivative claims, I will protect, defend and completely indemnify (reimburse) Maranatha Christian Academy for any such claim and expenses, including attorney's fees and costs incurred in defending themselves or securing indemnity hereunder.

2. I understand that Maranatha Christian Academy is not responsible for any lost, stolen, or damaged valuables or property.

3. I acknowledge that I have received and read a copy of the current rules and regulations governing the use of the facility. I agree that I will fully comply with all rules and regulations and with any amendments.

I have read the Agreement and understand that by signing it I have consented to be bound by its terms, including the waiver / release of any legal right I may have to sue Maranatha Christian Academy, and including responsibility for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree that any violation of the Agreement and its terms and conditions, as determined by Maranatha Christian Academy, will void and terminate this Agreement and may result in loss of the ability to use the facility.

I am signing this Agreement freely, voluntarily and competently, and I am at least eighteen (18) years of age.

Name (please print):	
Signature:	<i>Type your name above, or use your PDF reader's Fill & Sign tool to draw or insert a signature.</i>
Date:	

Submit the completed form to BOTH:

Brett Perry, Assistant Athletic Director — perryb@ma-kc.org
Chase McRae, Chief Financial Officer — mcraec@ma-kc.org