

Shalom Christian Academy
126 Social Island Road
Chambersburg, PA 17201

APPLICATION FOR USE OF SHALOM CHRISTIAN ACADEMY FACILITIES

Date Requested:

Opening and Closing Hours

Name of Organization

Name and Title of Representative

Address of Representative

Phone

No. of people expected to attend

Will admission be charged?

FACILITY DESIRED:

Auditorium - Gymnasium _

Lobby _____

Library _____

All-Purpose Room

Home ec Room _____

Athletic fields =

Other equipment desired:

- o Tables
- o Chairs
- o Refrigerator - if available
- o Freezer - if available
- o Gym equipment specify
- o Special needs, specify

Stage _____

Times when facilities are needed for rehearsal, practice, set-up time or meal preparation need to be listed. Otherwise the facilities will not be available.

Did you read the Policy for Use of SCA Facilities?

Signature of person responsible for adherence to policy

Date

RETURN THIS APPLICATION TO: Shalom Christian Academy
126 Social Island Road
Chambersburg, PA 17201
Phone: 717-375-2223 Fax: 717-375-2224

You will receive a letter of confirmation following approval. No event is scheduled until you have received this confirmation.

Shalom Christian Academy Rental Fee Schedule

Auditorium-Gymnasium	\$35/ hr. for first 3 hours
Additional hours	\$20/ hour
Flat fee for wedding rec.,etc	\$150
	For groups of over 250 people, total fee will increase by 50%
All-Purpose Room	\$45.00
Lobby	\$45.00
Library	\$45.00
Classrooms	\$25.00
Home Economics Room	\$65.00
Home Ec. Room and All-Purpose Room	\$85.00
Home Ec. Room and Auditorium-Gym wedding receptions, etc.	\$200.00
Combination rentals	
All-Purpose Room/ Home Ec.	\$85.00
Auditorium-Gym/Home Ec. (wedding receptions)	\$200.00
Outside Fields/Facilities	\$20.00/game \$15.00/practice

7/21/10

POLICY FOR USE OF SCA FACILITIES

A. General Guidelines

1. The application for rental must be completed stating name of organization, type of program, dates, house, etc. (form provided). This application must be returned well in advance before the rental can be approved.
2. All payments are due within 7 days after the event to the school office: Shalom Christian Academy, 126 Social Island Road, Chambersburg, PA 17202. No payments shall be made directly to the custodian.
3. The user of the facilities is responsible for conduct of all persons on school grounds attracted by the event and the enforcement of all rules.
4. Buildings, equipment, and grounds must be left clean and in an orderly condition. Report any property damages immediately. Any repair or replacement fee will be added to the user's bill. All trash and consumables must be removed from the premises and disposed of properly.
5. No smoking, alcoholic beverages, or profanity is allowed anywhere on school property. Radios and tape players may not be brought in without permission.
6. Modest apparel shall be worn by everyone in attendance.
7. Chairs, tables, etc. must be set up and dismantled by the user and returned to their proper location. If floor is covered with tarp, you must sweep and clean tarp.
8. All publicity related to rental of building and grounds must state the name of the sponsoring person(s) or organization.
9. Park in the proper parking areas. Do not park on the grass.
10. All long-term rentals will be approved by the Board of Directors.

B. Additional Guidelines for Gymnasium

1. Rental fees and permission for use of the gymnasium or athletic fields for organized games will be set by the Board on separate arrangements.
2. Except for wedding receptions, banquets, etc., food and drinks are not permitted inside the gymnasium, unless permission is granted by the school.
3. **NO DARK SOLED SNEAKERS ARE PERMITTED FOR ATHLETIC ACTIVITY IN THE GYM.**

C. Additional Guidelines for Home Economics Room

1. Use only the stoves, tables, green refrigerator, and sink.
2. Do NOT use the microwave, small appliances, flatware, tea towels, food supplies, and art supplies in desk.

Shalom Christian Academy

Gym Regulations

I. General Rules

1. Wipe feet on carpet before entering.
2. Proper footwear must be worn for athletic activity (no playing without shoes)
3. No food or drink in gym unless tarp is down.
4. No running in street shoes.
5. Exit from lobby doors unless there is an emergency.
6. Only use approved chairs or tables.
7. Gum chewing, eating candy, and drinking soda are not permitted.

II. Athletic Use Rules

1. Non marking sneakers should be worn.
2. Proper footwear must be worn for athletic activity (no playing without shoes).
3. Do not tamper with emergency lighting or fire extinguishers.
4. Do not hang on lighting guards or basket rims.
5. Ceiling insulation, wall insulation, carpeting, and lights should not be abused with kicked, thrown, or batted balls.
6. Indoor safety balls should not be used for outdoor sports.
7. No batting of balls except with approved whiffle balls and bats.