



Christian Liberty Academy Facilities Use Agreement

Christian Liberty Academy’s mission is to train and encourage students spiritually, academically, physically, and socially according to the Word of God. We strive to create opportunities for the students and families and encourage others to reach out in the same manner. We want to make our facilities available to groups and organizations that strive to create similar opportunities. Below is a list of our guidelines for using the facilities.

The following are our general guidelines:

1. The person/group requesting the use of the facility must obtain permission from CLA before the event date. Please include date, time, and reason for the request.
 - a. Permission to use the facilities on an ongoing basis must be approved prior to use and all conditions listed must be complied for each occurrence
2. The person/group requesting the use of the facility must sign the Facility Use Agreement Form.
3. The person/group requesting the use of the facility is responsible for cleaning ALL areas before leaving the premises.
 - a. Gathering area(s) - All rubbish must be picked up, tables and chairs returned to the way they were found, lights and fans turned off, and personal belongings picked up
 - b. Bathrooms - Check all toilets (please ensure they are flushed), sinks are clear, replenish supplies, all rubbish is picked up, lights are turned off
 - c. Trash Containers (in all areas used) - All trash cans that were used need be emptied (i.e. take out trash bag and replace with new empty one)
 - d. Failure from any group to clean up after themselves may result in future requests being denied and/or a fee to cover cleaning charges**
4. Any group who abuses the facilities in any way will have their privileges revoked and will need to pay for any damages.
5. No alcoholic beverages, illegal substances, smoking and use of tobacco products will be allowed on the premises.
6. No group or organization shall use any CLA facilities in any manner or for any purpose that is in conflict with or contradicts Christian Liberty Academy’s mission or principles of the school.

Name of person/group: _____

By signing below, I agree to abide by all of the conditions listed above and understand that failure to follow these guidelines may result in denial of future requests, payment of damages, or a fine to cover cleaning charges.

Printed Name

Signature

Date



Christian Liberty Academy
16-675 Milo St. Kea'au, HI 97849 (808) 966-8445

Facility Use Request Form

*Facility use base fee is \$50/hr.

*Cash/check payment must be submitted with form to Lower Campus office 1 week prior to event.

Full Name: _____

Contact Phone: _____ **Contact Email Address:** _____

CLA Staff Sponsor Name: _____

CLA Staff Sponsor Signature: _____ **Date:** _____

CLA staff sponsor accepts responsibility for facility and conduct of participants during event

Building(s) Requested: _____

Date of Event: _____ **Event Starting Time:** _____ **Event Finishing Time:** _____

Purpose of Event: _____

CLA Administrator Use Only

Date Received w/payment: _____

Received By (Name of staff/admin): _____

Approved/Denied: _____

Admin/Asst Name: _____ Admin/Asst Signature: _____