



300 High St  
 Beech Bottom, WV 26030  
 (304) 277-7578

**REQUEST FOR GYM RENTAL**

Name of Person or Organization: \_\_\_\_\_

Requested Date of Use: \_\_\_\_\_ Time: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Person Responsible for Use (MUST be present at the event): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Rental Fees: (\*includes a \$50 utilities fee)

General Rental	CCA Families, Churches	CCA Staff and Regular Volunteers, Village of Beech Bottom
\$200*	\$100*	\$50*

Cooking Fee (if using the kitchen): \$50 TOTAL: \_\_\_\_\_

A \$200 deposit (dated for the day of the rental) along with the total rental fees (dated for the day the agreement was signed) will be required at the time of reservation. If damages are reported or discovered, the deposit check will be cashed. If no damages are discovered, the check will be shredded.

Please make out **two separate checks** (one for rental and one for deposit) to Cornerstone Christian Academy.

If you need to cancel your event, please contact the school office within at least 48 hours of the event.

I have read the Guidelines for Use and agree to take responsibility for use of the Cornerstone Christian Academy facilities in accordance with them.

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

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**FOR OFFICE USE ONLY**

Amount of Rental Fee: \$\_\_\_\_\_ Check #\_\_\_\_\_ Cash: \_\_\_\_\_

Deposit: Check #\_\_\_\_\_ (will be shredded if everything is left as found)

Date Paid: \_\_\_\_\_ Use approved by: \_\_\_\_\_

**CORNERSTONE CHRISTIAN ACADEMY  
GYM RENTAL**

**GENERAL GUIDELINES FOR USE**

1. All uses of the CCA facility must be scheduled in advance with the school secretary. Requests will be considered in the order received.
2. Applicable rental and deposit fees must be paid when reserved.
3. All renters, content presented, or activities must not be affiliated with any conflict, or in any conflict of CCA's Statement of Faith.
4. The person who makes the reservation must take responsibility for:
  - a. Set-up, take-down and return to storage all tables and chairs
  - b. Providing adequate adult (age 21 +) supervision for minors in attendance (minimum of one adult per ten minors)
  - c. Keeping activity confined to designated area reserved. It is prohibited to be in other parts of the building.
  - d. Properly cleaning all areas and equipment used (gym, bathrooms, kitchen, etc.)
  - e. Removing all food or other items when activity is over
  - f. Bagging garbage and placing it in trash cans along the outside fence by the parking lot
  - g. Cleaning floors
  - h. Checking restrooms to see that water is turned off and toilets are flushed
  - i. Turning off all lights and locking doors
  - j. The cost of repair or replacement for any and all damages during use
5. The use of alcoholic beverages, tobacco, illegal drugs, profane language, gambling and dances are not permitted.
6. CCA does not rent or provide sound equipment for events.
7. Renters should not use any sports equipment from the gym closet without special permission.
8. The key and checklist provided at the time of rental must be completed, signed and returned to the school secretary by the person making the reservation.
9. Cornerstone Christian Academy (CCA) is not responsible for any personal property or personal injuries or accidents that may occur during the event. By signing the rental application, the applicant waives CCA of any and all responsibility for any such occurrences and holds CCA, its employees, volunteers, and students harmless of any liability.
10. Renter is solely responsible for the fulfillment of any Health Department, Fire Marshall, or other legal regulations.
11. The school administration reserves the right to refuse use of facilities to anyone who has previously violated these guidelines.
12. Should it be necessary for CCA to reschedule your event due to a conflict with school-related functions, notice will be given as soon as possible and every consideration given to rescheduling.
13. Please be advised that there are security cameras in use throughout the building.