



Vision: Building Generations of Balanced and Academically Excellent Muslim-American Citizens

Peace Academy

Application for Use of School Building

Note: Please check with the school's administrative office for availability of space before submitting this application for file.

Fees: Cafeteria or Gym \$250.00 / Both 400.00

***Deposit: \$100 due at the time of application**

Janitorial Fee: \$50.00 (All fees must be submitted in FULL at the time of application submission.)

Please check one: _____ Social Function
_____ IST
_____ Peace Academy Alumni

Date of Application: ____/____/____

Date of Event: ____/____/____

Organization Name: _____

Responsible Person for Event: _____ **Phone:** _____

Email: _____

Address: _____ City: _____ Zip: _____

Space Requested: _____ Cafeteria (No Kitchen Facilities)
_____ Gym

Anticipated number of attendees: _____

Time Requested: **From:** _____ **Until:** _____

Will you charge admission? Yes No If yes, how much? _____

Event Rules:

- Smoking is not allowed inside or outside the building.
- The applicant agrees to be responsible for any damages that may occur to the building, equipment or premises as a result of the event.
- The school does not accept any liability for accidents or injuries of persons.
- Parking must be in designated areas. Parking on walkways or on the grass is not permitted.
- The **red fire lane** must remain clear in front of the building in case of emergency.
- Children should not be left unattended.
- Applicant(s) will be held responsible if any items in students' lockers are missing or tampered with.
- School doors must be closed at the conclusion of the event.

I/We, the undersigned, do hereby agree to abide by the rules above.

Signature Date: ____/____/____ Phone: _____

Please complete rental agreement form on page 2 (back of this page). **Incomplete form may delay or void this application.*

Peace Academy Rental Agreement

I, _____, agree to rent the following items from Peace Academy and to return the items in the same condition as rented, or agree to pay for the replacements. The cost of replacement will be determined by the school's administration at a fair market value.

Initial	Item	Quantity	Cost per unit	Total cost
	Room Fees (5 hour limit)			
	Gym		\$250.00	
	Cafeteria		\$250.00	
	Gym and Cafeteria		\$400.00	
	Audio Visual Package (LCD, Microphone, Screen)		\$50.00	
	Conference Room (special approval required)		\$150.00	
	Janitorial Fee (REQUIRED)		\$50.00	
	Total of Rental Fees			\$ _____

_____ Date: ____/____/____
Signature of Renter

_____ Date: ____/____/____
Signature of Peace Academy Representative

Note: All tables and chairs must be cleaned and returned to the storage location after usage. Additional Charges may apply if tables and/or chairs are found dirty and/or damaged.