

THE ACADEMY AT MINDS IN MOTION

IMPACT POINT (IP) RENTAL GENERAL INFORMATION

SCHEDULING & GENERAL GUIDELINES

1. Groups/people must download and complete a facility application form located online at www.AcademyMustangs.com – Maximum group is 50
2. IP coordinator is responsible for approval and scheduling and reserves the right to deny room/facility use at its discretion. Email academymoorepe@gmail.com to inquire about availability.
3. To confirm your dates and times, you will be required to submit a 50% deposit. Please make your check payable to: The Academy at Minds In Motion, Attn: IP coordinator, 11 Sycamore Creek Dr, Springboro OH 45066.
4. We accept requests for use by public and community events based on facility and staff availability and group needs. Impact Point is available for rental to parents and organizations within our Academy and surrounding Dayton community that fits within our mission: serving children and activities that support the arts & fitness.
 - a. Approved list of rental activities:
 - Sports: basketball, volleyball, ping pong, speed stacking
 - Fitness: boot camp, yoga, Zumba, Jazzercise, aerobics, kick boxing
 - Drama club or other stage presentations
 - Dance class
 - Arts & Music activities
 - Birthday parties
 - b. If your activity is not on the above list, it will possibly be considered if:
 - It is a low impact activity- no hard balls or other equipment that could potentially damage or leave marks the dry wall
 - It will not tear or scuff the gym floor
5. A certificate of insurance may be required for parties using the facility. There is a certificate of comprehensive liability covering personal injuries, wrongful death and claims of property damage with a combined single limit of not less than \$1,000,000 per occurrence. This certificate needs to name The Academy at Minds In Motion as the named insured.
6. Recurring events will be evaluated after 2 weeks, then every three months afterwards by the IP coordinator. If rules are not followed, The Academy may negate the rental agreement at anytime. Any group may be denied use of the IP facility at anytime if the activity conflicts with any Academy event or if the facility is in any way misused.
7. All scheduled rooms/events will have a single individual identified to be accountable for the group's activities.
8. Building use fees will be based upon how much of the building is being requested, how many people are involved, the nature of the event and the anticipated expense IP will incur as a result. For events occurring outside normal operating hours that require a IP representative's presence, fees may be higher.
9. Rental fee is for the use of the space only for a min 2 hours. Additional equipment requests will incur an additional fee.
10. Broken, damaged, missing items or additional costs incurred for clean up and repair will be charged to the recipient.
11. IP is not responsible for the event in any manner and the recipient will indemnify and hold harmless IP, its agents and employees against all claims, demands, damages, injuries, liability, cost and expenses including attorney fees that may arise or be incurred from or related to the event. IP shall not be required or expected to provide security of any kind and makes no implicit or explicit warranty regarding the premises, equipment, fixtures or furniture.
12. Normal operating hours are 9-3 Monday – Friday. An event may be scheduled after normal business hours, based on availability. Normally, the facility will be closed and locked no later than 10pm. Special permission must be obtained to keep it open longer.

POLICIES & PROCEDURES

1. **LOST ITEMS:** IP is not responsible for lost or stolen items. Lost and found items will be held for 30 days. After 30 days, items in good condition will be taken to Goodwill. All else will be discarded.
2. **TOBACCO & SUBSTANCE USE:** Smoking, illegal drugs or controlled substances are not permitted inside the facility. Sexually explicit images, firearms, the use of profane or vulgar language and any other conduct inconsistent with principles, values and core beliefs of IP will cause cancellation or immediate termination of the event.
3. **SET UP & TEAR-DOWN:** Each event is responsible for its own set-up, tear-down and clean up.
 - a. The use of decorations needs to be coordinated & approved. No decorations may be attached (taped, stapled, tacked) to the walls, ceilings or doors. *ONLY 3M removable tape is allowed.*
 - b. Small items such as confetti are not allowed in the building.
 - c. Candles may be used only if contained in glass. The flame must not exceed the top of the container.
 - d. All rooms must be left the way they were found.
4. **CHILDCARE:** Children should not, at any time, be left unsupervised anywhere in the facility (including park lot and outdoor areas)
5. **SUPPLIES & EQUIPMENT:**
 - a. The use of school supplies or equipment is not permitted. Must obtain prior approval if needed.
 - b. The climbing wall may not be used.
 - c. Please do not move equipment or supplies out of rooms without prior approval.
 - d. Request for additional set-up & tear-down assistance will be scheduled at the time of scheduling the event.
 - e. Electronics & audio/visual equipment must be requested during scheduling event.
6. **FOOD:** Food is allowed to be brought into IP. However, cooking is not permitted. All areas must be completely cleaned upon leaving.
7. **MEZZANINE & OTHER AREAS:** no one is permitted on the upper level. No one is allowed on the climbing wall, hallway under the stairs or in the utility closet.
8. **FACILITY PERMITTED USE:** only the group scheduled may use the space.
9. **CANCELLATION POLICY:** Must cancel prior to 1 week from date of event or the rental deposit will be forfeited.
10. **CHECK LIST: RENTAL KEY & SECURITY CODE:** Rental key & security code is to be picked up during office hours on Friday and returned in the drop box outside of the main IP door. Prior to leaving, the check list must be completed & returned with key (trash out, lights off, key returned, security system turned on) A \$10 fee will be assessed if the rental key is not returned.

RENTAL RATES (HOURLY)

	Member	Non Member	
Gym:	\$40	\$50	Phys Ed equipment: \$25 flat fee
Art Room:	\$20	\$25	Sound equipment: \$25 flat fee
Spanish Room:	\$20	\$25	Stage & backdrop: \$50 flat fee

For office use only

50% Deposit Ck # _____ Date paid _____ Amount _____
 Cleaning Deposit ck # _____ Date paid _____ Amount: _____
 Balance Ck # _____ Date paid _____ Amount: _____