



WASATCH ACADEMY

Established 1875

120 South 100 West
Mt. Pleasant, Utah 84647
(435) 462-1400

BUILDING/CAMPUS USE AGREEMENT

Please complete the agreement and return a signed copy, along with your reservation/security deposit, to Chris Nester at chris.nester@wasatchacademy.org

Work: 435-462-1484
Cell: 435-469-2391
Fax: 435-462-1450

Event Details

Name of Group/Organization: _____

Address: _____

Contact Person: _____

Cell Phone: _____ Email address: _____

Description of Event: _____

Date of Event: _____ Number of Attendees: _____

Start Time, including set-up: _____ End Time, including clean-up: _____

Group Details

Total Participants: _____ Children (under 6) _____

Total # of dorm rooms needed: _____

Total nights on Campus: _____

Total Meals: Breakfast: _____ Lunch: _____ Dinner: _____

Special Meal Requests: _____

Special Water/Ice Requests: _____

Specific requests: _____

Event Agenda

Please submit an outline/itinerary of your group's activities and events.

Linen Fee

Linens: sheet, blanket, and a towel are an additional \$10/per person. Linens are not serviced daily.
How many people will need linens? _____

Building Usage

Please check the facilities that you will need/use during your stay:

_____ Classroom space (How many classrooms? _____)

**A conference room is also available upon request.*

_____ Performing Arts Center – “Tigers Den” (includes stage area and bleacher seating)

_____ Auditorium

_____ Quad area/large soccer field

_____ Student center (ping pong and air hockey tables are located here as well as where you will eat your meals)

_____ Gymnasium

**Please include what recreational equipment you would like _____*

Audio, Visual & Technology Needs

Please check the a/v equipment you will need/use during your stay:

_____ Microphone

_____ Sound system

_____ Projection

_____ DJ

Other: _____

PLEASE RETURN THIS FORM TO WASATCH ACADEMY SO THAT A PRICE PER PERSON CAN BE FIGURED. YOUR WASATCH ACADEMY REPRESENTATIVE/COORDINATOR WILL THEN RETURN THIS FORM WITH THE PRICE PER PERSON AND DEPOSIT AMOUNT FILLED IN FOR YOUR APPROVAL/SIGNATURE.

Price Breakdown

Event price/price per person: \$20 per bed and \$10 per meal = _____

{The total price per person includes the total meals agreed upon, building/facilities use, internet access, skate park, dormitories and audio visual needs.}

Security Deposit

_____10%_____ is due with signed agreement.

The security deposit is refundable and will be mailed back with 10 business days of your groups departure date and after all outstanding fees have been paid and after the facility has been inspected following the event. Additional fees will be assessed for damage in excess of deposit.

Cancellation policy

Cancellations require 45 days written notice prior to your scheduled groups arrival. Cancellations made within that time period, will be refunded the security deposit and any other payments made.

Cancellations with less than 45 days written notice, will forfeit their security deposit, however, any additional payments you have made will be refunded.

WASATCH ACADEMY POLICIES AND PROCEDURES:

- Please be respectful of other groups who are utilizing the Wasatch Academy facilities during your group's event.
- Campus evening quiet hours are from 11:00 pm until 6:00 am. Please plan accordingly.
- User groups will designate a key/equipment supervisor. The key supervisor will check out/check in the keys or equipment utilized by the group. (\$10 key replacement fee per card.)
- Parking: Plan on a central, unobtrusive parking arrangement for your group's vehicles.
- Wasatch Academy provides a listing of campus safety regulations and emergency procedures located in each building including dormitories. Campus regulations on alcohol, drugs, vehicles, animals, and weapons are found in the campus safety regulation materials.
- Wasatch Academy is a smoke-free campus. Smoking is not allowed anywhere in the buildings, dormitories or on school grounds.
- All groups are responsible for cleaning any spaces used, including the kitchen, bathrooms, and floors. Dorm rooms and hallways should be vacuumed upon leaving. Wasatch Academy will deep clean the bathrooms prior to and after each group.
- Garbage is to be contained in the receptacles provided and taken daily to the dumpsters behind the Loftin-Lewis Student Center building.
- Furniture and equipment must be returned to their original locations.
- School property may not be removed from the premises without the consent and/or written permission of an authorized representative of the school.
- Wasatch Academy is not responsible for any injuries sustained by any group member or guest while using school facilities not caused by its own negligence.
- Groups are responsible for their own supervision of attendees, the hiring and screening of CPR certified group staff, insurance coverage, emergency first aid and first aid supplies, emergency care, and emergency transportation. Please provide Wasatch Academy with the names of the CPR certified staff responsible for supervision of group behavior. Please provide Wasatch Academy with the group's insurance coverage.
- Wasatch Academy strongly recommends all groups have the names, addresses, emergency contacts, known allergies, restrictions, signed parental permission to treat minors (or waivers) of each attendee.
- Wasatch Academy is not responsible for damage or loss of personal items.
- All groups are responsible for any damages to Wasatch Academy school property including facilities and equipment.

HOLD HARMLESS AGREEMENT

We, _____, agree to protect, indemnify, save and keep harmless Wasatch Academy against and from any and all loss, cost, damage or expense, including attorney's fees arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or damage to any property whomsoever and whatsoever, and will protect, indemnify and save and keep harmless the above cited entity to be protected from any and all claims arising out of our use of the aforesaid premises.

Signature of Group/Organization Representative

Date

BUILDING USE AGREEMENT

I hereby certify that I am the authorized representative of _____. I have read and agree to all policies and procedures for use of the facilities at Wasatch Academy and will be responsible for all loss or damage resulting from this agreement.

Signature of Group/Organization Representative

Date

**Please contact Chris Nester with any questions regarding facility use at Wasatch Academy.
Total participant numbers must be communicated to Chris Nester no later than one week
prior to the date of scheduled use.**

Signature of Wasatch Academy Representative

Date