

**ST. JOHN'S NORTHWESTERN MILITARY ACADEMY
FACILITY REQUEST / RESERVATION AGREEMENT**

for use of SJNMA facilities by internal, external and community organizations

Please direct all communications to:
St. John's Northwestern Military Academy
1101 Genesee St.
Delafield, WI 53018-1498
Brian Castellani
ph: (262) 646-7137 / fax: (262) 646-7161
email: bcastellani@sjnma.org

This request is mandatory for any event held on St. John's Northwestern Military Academy campus and must be submitted a minimum of two (2) weeks in advance of the event. Fill the form out completely and return to the Special Projects Coordinator, Brian Castellani, in DeKoven Hall for confirmation. Space is not authorized until receipt of an approved copy of this form.

CONTRACTING AGENCY		AGENCY NO.
-------------------------------	--	-------------------

**SECTION I. TO BE COMPLETED BY REQUESTING SPONSORING ORGANIZATION:
(College relies on this information which therefore becomes part of any approved Agreement.)**

SPONSORING ORGANIZATION / DEPARTMENT	ORGANIZATION NAME:	CONTACT PERSON:
	ORGANIZATION ADDRESS:	BUSINESS PHONE:
	CO-SPONSOR (if applicable):	EMAIL:
		FAX:

EVENT INFORMATION / REQUEST FOR USE OF SJNMA FACILITIES	TITLE and DESCRIPTION OF EVENT or ACTIVITY:
--	---

SPACE(S) REQUESTED:	<input type="checkbox"/> Barracks / Residence Hall <input type="checkbox"/> Classroom (Number of Individuals to be Seated ____) <input type="checkbox"/> Gym <input type="checkbox"/> Pool <input type="checkbox"/> Rappel & Climbing Tower <input type="checkbox"/> Camping Area <input type="checkbox"/> Golf Course <input type="checkbox"/> Obstacle Course <input type="checkbox"/> Chapel <input type="checkbox"/> Baseball Diamond <input type="checkbox"/> Track (Soccer Field) <input type="checkbox"/> Other (Specify: _____)	NUMBER EXPECTED TO ATTEND:
----------------------------	--	----------------------------

EVENT DATE(S) and TIME(S):	WILL FOOD and BEVERAGE BE SERVED? FOOD <input type="checkbox"/> Yes <input type="checkbox"/> No BEVERAGE <input type="checkbox"/> Yes <input type="checkbox"/> No	DESCRIPTION OF FOOD / BEVERAGE: CATERING MUST BE COORDINATED THROUGH SODEXO SERVICES:
----------------------------	---	--

SPECIAL EQUIPMENT and SET UP REQUIREMENTS (to be included as part of base Rental Fee):

AV Equipment (specify TV, VCR, DVD, projector (type), microphones (#), other):

Other Equipment (specify chairs (#), rectangular tables (#), round tables (#), podium, coat rack, other):

Special setup / instructions (ADA, floor plan, setup, etc.):

Once reservation is approved, SPONSORING ORGANIZATION must contact SJNMA at least **10 DAYS** prior to Event to confirm equipment and set up needs.

REQUESTOR NAME:	REQUESTOR TITLE / CAPACITY IN WHICH REQUEST MADE:	DATE REQUEST SUBMITTED:
-----------------	---	-------------------------

FOR SJNMA INTERNAL USE ONLY

Agreement continues on Page 2

SECTION II. TO BE COMPLETED BY AUTHORIZED SJNMA OFFICIAL:
 (Request for meeting space doesn't a guarantee a reservation; no space can be reserved until Section II is completed and both parties have signed in Section III.)

FACILITY RESERVATION INFORMATION and OTHER SERVICES	SJNMA AGREES TO RESERVE THE ROOM(S), FACILITY(S) and TIME(S) AS INDICATED BELOW FOR THE ORGANIZATION AND EVENT DESCRIBED IN SECTION I.					
	<u>Day(s) of Week:</u>	<u>Date(s):</u>	<u>Client setup time:</u>	<u>Start time:</u>	<u>End time:</u>	<u>Facility / Building / Room:</u>

SJNMA AGREES TO PROVIDE NORMAL BUILDING MAINTENANCE, SECURITY AND UTILITY SERVICES and SPECIAL EQUIPMENT / SET-UP AS SPECIFIED IN SECTION I.																									
SJNMA AGREES TO PROVIDE THE FOLLOWING ADDITIONAL SERVICES (check those which apply. An additional fee will be charged unless "included" is indicated.) <table border="0"> <thead> <tr> <th><u>Included</u></th> <th><u>Extra Cost</u></th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>IT / media technical support</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Coordination services</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Catering (separate order form required)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Parking</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Additional event security</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Maintenance / custodial service</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Event instructors or lifeguards</td> </tr> </tbody> </table> Provide or attach any special instructions re checked items:	<u>Included</u>	<u>Extra Cost</u>		<input type="checkbox"/>	<input type="checkbox"/>	IT / media technical support	<input type="checkbox"/>	<input type="checkbox"/>	Coordination services	<input type="checkbox"/>	<input type="checkbox"/>	Catering (separate order form required)	<input type="checkbox"/>	<input type="checkbox"/>	Parking	<input type="checkbox"/>	<input type="checkbox"/>	Additional event security	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance / custodial service	<input type="checkbox"/>	<input type="checkbox"/>	Event instructors or lifeguards	SPONSORING ORGANIZATION AGREES to the following Terms and Conditions: To obtain SJNMA pre-approval for any event promotion using SJNMA name or posting of signs or other information at SJNMA location. To remove all signs and event materials immediately upon event conclusion. To abide by all applicable SJNMA rules and regulations. To carry sufficient public liability/property damage insurance so as to "save harmless" SJNMA from any insurable cause whatsoever. To provide certificates of such insurance in the amount of \$1,000,000. To obtain all special permits and licenses required for event. To comply with all applicable laws, regulations and executive orders. This agreement shall be governed by the laws of the State of Wisconsin.
<u>Included</u>	<u>Extra Cost</u>																								
<input type="checkbox"/>	<input type="checkbox"/>	IT / media technical support																							
<input type="checkbox"/>	<input type="checkbox"/>	Coordination services																							
<input type="checkbox"/>	<input type="checkbox"/>	Catering (separate order form required)																							
<input type="checkbox"/>	<input type="checkbox"/>	Parking																							
<input type="checkbox"/>	<input type="checkbox"/>	Additional event security																							
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance / custodial service																							
<input type="checkbox"/>	<input type="checkbox"/>	Event instructors or lifeguards																							
Sponsoring Organization agrees to indemnify, defend and hold harmless St. John's Northwestern Military Academy, its agencies, its officers, and its employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs, and expenses of whatsoever kind or nature arising out of the performance of this agreement in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault, willful misconduct or negligence of Sponsoring Organization or its employees, agents, event attendees, or members.																									

TERMS AND CONDITIONS
 Terms and conditions of this Agreement will be detailed in full in a full business contract and attached to this document as Section IV.

COST AND SCHEDULE OF PAYMENTS	SPONSORING ORGANIZATION AGREES TO PAY THE FOLLOWING (check those which apply):	
	<input type="checkbox"/> DAMAGE DEPOSIT OF (amount) \$ _____ DUE BY (date) _____	SPONSORING ORGANIZATION is responsible for any damage to any SJNMA facility resulting from the Event. SJNMA will perform an inspection within 2 business days following Event and inform Sponsoring Organization of any damages; SJNMA will charge the Sponsoring Organization for any repairs and labor costs necessary to repair said damage.
	<input type="checkbox"/> BASE RENTAL FEE OF (amount) \$ _____ DUE BY (date) _____	
<input type="checkbox"/> NO RENTAL FEE REQUIRED		
<input type="checkbox"/> FEES FOR OTHER ADDITIONAL SERVICES (specify amount(s) and due date(s)):		
Total contract (excluding damage deposit) is not to exceed \$ _____		

CANCELLATION	Reservation may be cancelled with no penalty by giving the MINIMUM BUSINESS DAYS' WRITTEN NOTICE indicated =>	MINIMUM BUSINESS DAYS'
	SPONSORING ORGANIZATION will be charged as follows for reservations cancelled with less notice:	WRITTEN CANCELLATION NOTICE
WEATHER: In case of inclement weather which causes an inability to use a contracted facility, SJNMA Officials will review the contract and determine if a refund of partial funds is deemed necessary and appropriate.		

SECTION III. ACCEPTANCES AND APPROVALS **STATUTORY AUTHORITY**

SPONSORING ORGANIZATION AUTHORIZED SIGNATURE	TYPE OR PRINT FULL NAME AND TITLE of person signing	DATE SIGNED
By signing, individual certifies he/she has authority to act on behalf of Sponsoring Organization and agrees, on its behalf, to the terms and conditions specified in this Agreement.		
SJNMA AUTHORIZED SIGNATURE	TYPE OR PRINT FULL NAME AND TITLE of person signing	DATE SIGNED

Section IV, Other Terms and Conditions, continues on Page 3

This request is mandatory for any event held on St. John's Northwestern Military Academy campus and must be submitted a minimum of two (2) weeks in advance of the event. Fill the form out completely and return to the Special Projects Coordinator, Brian Castellani, in DeKoven Hall for confirmation. Space is not authorized until receipt of an approved copy of this form.