



1. Interested party inquiries about renting ACPSD Facility.
2. Bookkeeper sends email to principal asking if the date(s) and time(s) are available and acceptable.
3. Once you receive a reply through email. Notify party that is interested.





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Cafeteria (no serving line/kitchen access) - per hr



Custodial Worker or School Food Service Worker (min. 2 hrs.) Pd. time and half if worked 40 hours that week contact payroll	\$40 per person per hour
Stadium and Parking Lot Clean-up	\$40 per person per hour
Scoreboard Operator	\$40 per person per hour
Jumbotron Operator	\$40 per person per hour
Field Prep Technician	\$40 per person per hour
Consumables Fee	10% of total rental cost
Utility Fee	15% of total rental cost



Date: \_\_\_\_\_

Good {Morning or Afternoon} Area \_\_\_\_ Advisory Council Members,

I hope this message finds you well. This packet contains an upcoming rental facility contract. In this packet you will find a letter from the person/organization requesting a waiver or reduction of rental fees. I have indicated the category below that this person/organization falls into

- We currently have a commensal or mutualistic relationship with this person/organization.
- We are creating a commensal or mutualistic relationship with this person/ organization.
- We do not have a commensal or mutualistic relationship with this person/organization and cannot create one (because there is nothing to exchange) but you will find a letter attached as to why the group feels they should be considered for a no fee or reduced fee rental agreement.

Included is our contract with use of facility, energy fees, consumable fees, and personnel fees noted. Please remember that \_\_\_\_\_ or \_\_\_\_\_ ONLY applies to facility fees. Energy fees, personnel fees and consumable fees are nonnegotiable.

Sincerely,

Principal: \_\_\_\_\_ School Name: \_\_\_\_\_



Advisory Council from this point

We approve \_\_\_\_\_ do not approve \_\_\_\_\_ the No Fee or Reduced Fee \_\_\_\_\_ (please indicate new fee amount) for the attached group.

Please indicate any notes below:

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\_\_\_\_\_  
Chairperson Signature

\_\_\_\_\_  
Assistant Chairperson Signature

\_\_\_\_\_  
Date





#### FIXTURES AND EQUIPMENT:

The rental of the Facility shall include the right to use chairs, speaker stands, public address systems (if so equipped and applicable) and similar fixtures and equipment normally kept in the Facility and intended for such usage. Any special arrangements for such things as additional chairs, gymnasium floor coverings, or utilization of food service facilities must be by specific request and prior arrangement, and such arrangements must be made an addendum to, and part of, this contract. In the event utilization of food service equipment is requested and approved, the District reserves the right to require one or more of its school food service staff members to be present and to oversee such utilization, and the rental fee will include reimbursement to such staff member.

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#### CONDITION OF PROPERTY:

Lessee acknowledges that it has had sufficient opportunity to inspect the Facility for purposes of determining the appropriateness of the same for the specific needs of the Lessee. Lessee acknowledges that the Facility is rented AS IS and further acknowledges that the District has made no representation, either express or implied, as to the condition or fitness of the Facility for any specific use including that intended by Lessee.

Lessee agrees to return the Facility and any fixtures or equipment therein in the same condition as when turned over to Lessee, and Lessee agrees that the Facility shall be in good order and reasonably clean. It is understood that the District's janitorial staff shall be responsible for final cleaning as anticipated by this contract and covered in the rental fee.

Lessee shall be responsible for any damage or destruction to the Facility, or any fixtures or equipment therein, which may be incurred during Lessee's use and as a result of any act or omission of Lessee, Lessee's agents, servants, or employees, and/or any invitee or licensee of Lessee.

In order to better insure the protection of District property and maintain order, generally, during Lessee's utilization of the Facility, the Lessee agrees to enforce the following specific regulations in addition to otherwise carrying out the reasonable intent of this agreement:

No smoking shall be allowed in the Facility.

No alcoholic beverages or illegal drugs shall be brought into, or consumed upon, the Facility.

Any applicable city and county ordinances including, but not limited to, fire codes shall be observed, and crowd attendance shall be limited to the seating capacity of the Facility.

The beginning and ending times for this contract, as previously set forth, shall be strictly observed.

Any practices or rehearsals shall be limited to, or supervised by, personnel of the Lessee, and no unauthorized persons shall be allowed in the Facility.

There shall be no serving of food or beverages in any auditorium or gymnasium.

#### HOLD HARMLESS PROVISION:

Lessee acknowledges that the District assumes no liability whatsoever for Lessee's utilization of the Facility including, but not limited to, damage to the property of, or personal injury suffered by, third parties in or around the Facility during Lessee's utilization thereof. Lessee does hereby expressly hold harmless and indemnify the District from any and all claims or liability for property damage or personal injury resulting from, or incihs2oth4( r)-2(e)q792 reW\*BT/F1 9.96 ( a)-5i( r)-2(e)q792 reW\*BT/F1 9.96 ( a)-5i( r)-2(e)q792 re



The District reserves the right to cancel the within agreement in the event that an emergency or unanticipated school function specifically requires use by the District of the Facility which is the subject of this agreement. In such event, however, the District shall make good faith effort to adjust and accommodate the needs of the Lessee and to provide a reasonable similar Facility in as close proximity as practicable under the circumstances then existing.

The following are additional conditions to this contract (if none, so state):

\_\_\_\_\_  
\_\_\_\_\_ IN

WITNESS WHEREOF the parties have affixed their respective hands and seals.

Administrative Area # \_\_\_\_\_ Asst. Superintendent for Area \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

KF-E





**Due on the 15<sup>th</sup> of May, August, November, and February**



Date

Dear Advisory Council for Area \_\_\_\_

Our group is part of \_\_\_\_\_. The group works with the community/schools by doing the following:

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With taking this in to consideration we would like to ask for a reduction/waiver of rental fees. We are