

Building Rental Packet

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Building Rental Packet Introduction

In an effort to streamline the building rental process for our schools, the following packet has been compiled.

The building administrator should make preliminary classification of use on the building rental application/permit form and add any additional costs for the event in the spaces provided.

The remainder of the packet is to be completed by the renting party and returned to the school along with payment of fees.

The completed packet and payment should be forwarded to the district for final permit issuance after the classification, paperwork and fees are approved.

**ALPINE SCHOOL DISTRICT
BUILDING RENTAL APPLICATION/PERMIT**

_____ has applied for permission to rent _____
 (Name of Organization or Person--as listed on insurance) (Name of School)

on the _____ day of _____, 20_____ during the hours of _____ to _____

The use of the facilities will be for _____

SPECIFIC AREAS REQUESTED

() Little Theater () Auditorium () Gym () Classroom () Cafeteria () Other _____

SPECIAL EQUIPMENT REQUESTED

() Microphones () Piano () Tables () Chairs () Chalkboard () Other _____

Approximately how many people are expected to attend this function? _____

The **preliminary** classification of use has been determined to be _____ in accordance with District Policy 1330
 Class (1) one (2) two (3) three

Final classification of events shall be at the discretion of the Alpine School District Building Rentals Committee; an updated list of event classifications can be found on our web site at alpine.k12.ut.us

COSTS

The costs are calculated as follows:

	Per Hour/Day	x # Days/Hours	= Subtotal
Building	_____	X _____	= _____
Student Help	_____	X _____	= _____
Equipment	_____	X _____	= _____
Other	_____	X _____	= _____
Additional Personnel*	_____	X _____	= _____
TOTAL COST			\$ _____

The building is to be opened at _____ (custodian must be present a half hour before and after rental if not already present at the school). The group or individual understands that there can be no alterations or changing of any equipment without written permission.

**At the discretion of the principal/District, additional personnel may be needed for large events, administration or other staff may be assigned and additional charges added. If kitchen is used, Food Service personnel charges will be charged after event and are due within 10 days of invoicing.*

ACTIVITY SUPERVISORS (rental day contacts for custodian)

Activity supervisors: 1. _____
 2. _____

Telephone # _____
 Alternates if applicable _____
 (Must be available at all times during activity to supervise participants and attendees) please see # 4 of Building Rental General Regulations

Application **MUST** have District approval. Renter will be notified by the school when District approval is obtained and a permit has been issued.

DOCUMENTS & FEES

Attach the following:

- _____ Certificate of Insurance, listing ASD as an additional insured for the event.
- _____ Indemnification Agreement
- _____ Rental Fee (made payable to Alpine School District)
- _____ Signed Building Rental General Regulations

The rules and regulations for the use of school facilities have been read and are understood along with all provisions of the rental application/permit.

RENTER SIGNATURE

Renter Signature _____
 (Person signing must be 21 years or older)
 Date _____

SCHOOL APPROVAL

Building Administrator _____
 Date _____

DISTRICT APPROVAL

District Approval _____
 Date _____

Properly filled out forms and full rental fee payment must be received by the District no less than ten (10) business days prior to date of rental; twenty days (20) is preferred. All rental applications received less than ten (10) business days prior to date of rental will be assessed a late fee equal to 10% of the rental charge (i.e., \$30 on a \$300 total cost rental).

FOR DISTRICT USE ONLY:

Date Application Received _____
 Check # _____

BUILDING RENTAL GENERAL REGULATIONS

1. The request for school facilities shall not interfere or conflict with the educational program.
2. The possession or use of alcohol, tobacco, narcotics shall not be permitted within 1,000 feet of any school facilities, or property.
3. Shoes with cleats or plates are not permitted in school buildings.
4. Renter must provide two adult activity supervisors who will be on the premises during the entire rental period. These renter-designated supervisors shall be responsible to see that all building rental rules, regulations, and laws are adhered to by participants and those attending; any violations will be reported to the school representative who will notify school administration. The adult activity supervisor will be available to resolve any issues that arise during event or may be reported by school representative. (Principal or the Building Rentals Committee may require multiple activity supervisors.) A representative of the school district, usually a custodian, will be present on school property the entire time period whenever an authorized activity is taking place, will secure the building, and will report violations. If the custodian is pulled away from duties excessively, additional charges may be levied. The District is not responsible for crowd control or any criminal activity that takes place during the building rental.
5. Whenever the rules and regulations have been violated, the school, with the approval of the Building Rentals Committee, may revoke the permit to use the facilities and refuse to consider future building rental agreement/permits.
6. All building rental agreements/permits are for specific facilities and hours. It is the responsibility of the applicant to see that unauthorized portions of the properties are not used and the premises are vacated as scheduled.
7. The district assumes no liability for personal injury or property damage. Persons or organizations using any part of school properties are required to obtain public liability insurance; District insurance protects only the District. In some circumstances a rider may be added to an individual's homeowners insurance. Groups or individuals work directly with the vendor to obtain a Certificate of Insurance. The Certificate of Insurance must list Alpine School District as an additional insured. Additional information can be found at alpine.k12.ut.us.
8. Additional fees may be levied equal to the actual replacement, repair, or clean up cost for any loss, damage, or condition resulting from any activity above normal wear and tear. Any custodial clean-up above normal wear and tear will be billed at one and a half times the regular rate.
9. Persons or organizations using school premises, including a stage or stage equipment, shall not remove or displace furniture or apparatus, including lights, curtains, ceiling balance, counter weights system, or switchboard except when under the direct supervision of the designated school employee. Where the stage is to be used, full details of equipment and personnel needed must be furnished with the applications.
10. All functions shall close by 10:30 p.m., unless special permission is secured in advance from the principal.
11. A food service employee approved by the Director of Food Service must be present any time a kitchen is used. The food service employee will be paid her salary plus 10% for each hour. After the event, the Food Services Department will invoice separately for charges incurred-- charges are due within 10 days of invoicing.
12. All fees and any wages for district personnel need to be submitted with the application. **Payments should be made no less than (10) business days prior to rental or they will incur a late fee equal to 10% of the rental fee.** If additional charges are levied by the school or district, they are due within 10 days of being invoiced.
13. If the event is sufficient in size, an hourly rate may be added to fees for administrative aid, at the discretion of the principal or the Building Rentals Committee. This may be an assistant principal or other administrator. See fee schedule for current rate.

The rules and regulations for the use of school facilities and the rental application permit have been read and are understood.

Renter Signature _____ (Must be 21 years or older) Date _____

Print Name/Organization _____ / _____



ALPINE SCHOOL DISTRICT

575 NORTH 100 EAST AMERICAN FORK, UTAH 84003-1758

Fax Number: (801) 756-8501

OUTDOOR FACILITY USE EXPECTATIONS

Fields will be available on a first-come, first-served basis to groups, city recreation and families at no charge. School sponsored activities will preempt any city or community use.

Teams will be expected to leave the field free of litter and debris. Also, teams and spectators should be courteous and respectful of neighbors including: keeping noise to a minimum and observing reasonable hours of use. As a courtesy, we ask that your team leave a contact name and number with the principal and be respectful of the first-come, first-served policy.

No smoking, drinking, foul language or any other unbecoming behavior is tolerated.

Restroom facilities are not available. When needed, teams should make arrangements to rent portable facilities.

Any damage to the facility or fields should be reported to the school principal.

Groups shall abide by all city ordinances including selling products that require a business license.

Priority will be given to the first group on the field.

If the field must be guaranteed for use, the team representative must fill out a building rental application and provide all documentation and pay the required fees before the event. Depending on the length and duration of use, the rental fee for guaranteed use is determined by the Building Rental Committee. If expectations are not met, teams may lose the privilege of utilizing outdoor facilities.

ALPINE SCHOOL DISTRICT
INDEMNITY AGREEMENT

Indemnity

I, the undersigned, on behalf of myself and my organization/group/company, undertake and agree to indemnify, hold harmless and at the option of the Alpine School district (the "District"), defend the District and any and all of its Board, officers, directors, agents, representatives, employees, assigns, affiliates, and successors in interest from and against any and all suits and causes of action, claims, charges, costs, damages, demands, expenses (including, but not limited to attorney's fees and cost of litigation), judgments, civil fines and penalties, liabilities or losses of any kind or nature whatsoever, for death, bodily injury or personal injury to any of my or my organization's/group's/company's/persons, employees, agents, and volunteers, or damage or destruction to any property of either party to this agreement, or third persons in any manner arising by reason of or incident to utilization of any District facility or property (whether real or personal) on the part of the employees, agents, affiliates, representatives, patrons, residents, and individuals in any way connected with the use of the District's facilities and property except for the sole negligence of the District, or its Board, officers, agents, representatives or employees.

Insurance

I shall furnish evidence of the following coverage to the District prior to the commencement of the utilization of the facilities and/or property:

General Liability Insurance: evidence of general liability insurance including contractual liability, personal injury, premises and operations, and broad form property damage. Such insurance shall provide for a one million dollar (\$1,000,000) general aggregate limit. Evidence of requested insurance should clearly show the District as an additional insured.

Signature

I, for and on behalf of my organization/group/company, have carefully read and understand the contents of the foregoing language, and I and my organization/group/company specifically understand and intend it to cover any and all use of the Alpine School District's facilities and property by employees, volunteers, patrons, residents, and all others authorized by me or my organization/group/company.

Signature

Date

Title

Organization

2009-2010 BUILDING RENTAL FEES

	CLASS I Hourly Rate <i>City/Government/ District Sponsored</i> (Free rental, charge for custodian only)	CLASS II Hourly Rate <i>Non-Profit/Charitable Businesses/Entities</i> (Actual Cost Use)	CLASS III Hourly Rate <i>For Profit/Commercial Businesses/Entities</i> (Fair Market Use)	CLASS IIIa Daily Rate 6-8 hours	Every Hr. Over 8 Hrs.
GYMNASIUM					
High School	\$45.00	\$85.00	\$150.00	\$850.00	\$45.00
Junior High	\$41.00	\$75.00	\$125.00	\$775.00	\$41.00
ROOMS					
High School classroom	\$45.00	\$80.00	\$105.00	\$600.00	\$45.00
Junior High classroom	\$41.00	\$70.00	\$90.00	\$575.00	\$41.00
Elementary classroom	\$38.00	\$60.00	\$75.00	\$550.00	\$38.00
Elementary multi-purpose room	\$38.00	\$65.00	\$125.00	\$725.00	\$38.00
Junior High Little Theater	\$41.00	\$50.00	\$125.00	\$725.00	\$41.00
High School Little Theater	\$45.00	\$75.00	\$175.00	\$1,050.00	\$45.00
CAFETERIA					
High School Lunchroom	\$45.00	\$85.00	\$175.00	\$775.00	\$45.00
HS lunchroom (w/kitchen)	\$45.00	\$105.00	\$200.00	\$1,200.00	\$45.00
Junior High lunchroom	\$41.00	\$75.00	\$150.00	\$750.00	\$41.00
JH lunchroom (w/kitchen)	\$41.00	\$95.00	\$175.00	\$1,175.00	\$41.00
Elem. lunchroom/multi-purpose	\$38.00	\$65.00	\$125.00	\$725.00	\$38.00
Elem lunchroom (w/kitchen)	\$38.00	\$85.00	\$150.00	\$1,150.00	\$38.00

Outdoor Fields (Alpine Schools)

Playing fields in Alpine (Alpine Elementary, Westfield Elementary and Timberline Middle School) shall be scheduled through and in accordance with inter-local agreements with Alpine City. Please contact its office at 756-6347 for a use application form.

AUDITORIUM RENTAL RATES

(based on capacity)

A
(700-799)**B**
(800-949)**C**
(950+)

Class I	\$45.00	\$50.00	\$55.00
City/Government			
District Sponsored			

Class II and Class III**Hourly Rate**

Full Auditorium	\$150.00	\$200.00	\$250.00
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(stage, lights, sound and seating--technicians additional)

Stage Only	\$100.00	\$150.00	\$200.00
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(house lights only, rehearsals)

Daily Rate	\$1,000.00	\$1,250.00	\$1,500.00
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(6-8 hours)

Each Addtl Hr	\$40.00	\$45.00	\$50.00
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Over 8 Hours**Auditorium Capacities**

A (700-799)

PG Jr.(725), Lakeridge Jr. (730), American Fork Jr.(750)

B (800-949)

Willowcreek (800), Timberline (824), Lone Peak High School (900)

C (950+)

Orem High School (980), Mountain View High School (1500), Westlake High School

Student Technicians \$10/hour**Drama Teacher** *(if needed for special configuration/supervision of students)*

\$22/hour

OTHER CHARGES-PERSONNEL, CANCELLATION, LATE FEES

(all building rental fees include one custodian)

all rates are at time and a half and include benefits

ADDITIONAL CUSTODIAL

High School	\$45.00
Junior High	\$41.00
Elementary	\$38.00

STUDENT TECH \$10.00

DRAMA TEACHER \$22.00
(need as determined by the school)

FOOD SERVICE WORKER (required for kitchen use)

Will be invoiced separately by Food Service and due within 10 days of being invoiced.

ADMINISTRATOR \$52.00
(asst. principal)

If the event is sufficient in size, an administrator hourly rate will be added at the discretion of the principal or the Building Rentals Committee.

LATE FEE 10%

All rentals received less than (10) Business Days prior to the date of the rental will be assessed a late charge equal to 10% of the total rental cost levied (i.e. \$30 on a \$300 rental).

CANCELLATION FEES 10%

All renters must give the rental coordinator at least forty-eight hours prior notice to avoid fees that will be levied equal to 10% of the rental cost (i.e. \$30 held on a \$300 rental, \$270 refunded).

CANCELLED BY DISTRICT \$0

If there is a scheduling conflict and the rental is cancelled by the District, 100% of the rental fees will be returned to the renting party.