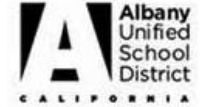




Permit Contract

Online - Albany Unified School District
 1051 Monroe St.
 Albany, CA 94706
 Phone: (510) 558-3750
 FAX: --
 Email: --

Permit #1568, Approved
 Dec 15, 2017 12:45 PM



Customer Type: Direct Rental Cost
 Prepared By: Internet User

Company: Albany Little League
 PO Box 6003
 Albany, CA 94706

Agent: Frank Knowles
 Email: jfk-home@comcast.net

Primary: (510) 504-2973

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$321.75	\$0	\$0	\$321.75	\$0	\$0	\$0	\$0	\$321.75

RESERVATIONS

Event	Resource	Center	Notes
Little League #1568 Type: Community Attend/Qty: 50	Albany MS - Cougar Field - Softball	Albany Middle School 1259 Brighton Ave. Albany, CA 94706 (510) 558-3600	--

Day	Days Requested	Event Begins	Duration	Date	Event Ends
Friday	Mar 16, 2018	6:00 PM	1½ hours	Mar 16, 2018	7:30 PM
Friday	Mar 23, 2018	6:00 PM	1½ hours	Mar 23, 2018	7:30 PM
Friday	Mar 30, 2018	6:00 PM	1½ hours	Mar 30, 2018	7:30 PM
Friday	Apr 6, 2018	6:00 PM	1½ hours	Apr 6, 2018	7:30 PM
Friday	Apr 13, 2018	6:00 PM	1½ hours	Apr 13, 2018	7:30 PM
Friday	Apr 20, 2018	6:00 PM	1½ hours	Apr 20, 2018	7:30 PM
Friday	Apr 27, 2018	6:00 PM	1½ hours	Apr 27, 2018	7:30 PM
Friday	May 4, 2018	6:00 PM	1½ hours	May 4, 2018	7:30 PM
Friday	May 11, 2018	6:00 PM	1½ hours	May 11, 2018	7:30 PM
Friday	May 18, 2018	6:00 PM	1½ hours	May 18, 2018	7:30 PM
Friday	May 25, 2018	6:00 PM	1½ hours	May 25, 2018	7:30 PM
Friday	Jun 1, 2018	6:00 PM	1½ hours	Jun 1, 2018	7:30 PM
Friday	Jun 8, 2018	6:00 PM	1½ hours	Jun 8, 2018	7:30 PM

Summary	Notes
Total Number of Dates: 13 Total Time: 19½ hours	--

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Rental Fee - Hourly	Little League #1568 Albany MS - Cougar Field - Softball	\$16.50	19.50	--	\$321.75

▼ **Payment Schedule for Original Balance of \$321.75**

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Mar 6, 2018	\$321.75	\$0	\$0	\$321.75
			Current Balance	\$321.75

General Rules and Acceptable Behavior

Responsibility

Facility Users shall be responsible for the conduct and control of both patrons and participants, and must comply with all applicable state and federal laws, city ordinances, District regulations, by-laws, and policy conditions. The Board and/or its agents reserve the right to suspend or prohibit any use of facilities regardless of prior approval.

Representative Onsite

Each organization supervisor or designated representative must remain onsite during the entire activity and have in his/her possession a copy of the permit or rental agreement.

Disallowed Items and Actions

The District strictly prohibits use of tobacco, possession and/or consumption of alcohol or illegal substances in any form and weapons of any kind in any part of the facility or on the grounds surrounding the facility.

No food or beverages are to be sold on school grounds or in the building except with special prior approval. No food or beverages are allowed in the Aquatic Center, gymnasiums, auditoriums, classrooms, weight rooms, band room, choir room, wrestling room, or weight room.

Any event where tickets are sold the number of tickets sold must not exceed the seating capacity of the facility for which the permit is granted. No standing room will be allowed. Overflows of spectators will be cleared from the building by police and firefighters if such a situation should develop.

Police Attendance

If requested, the User must provide sufficient police attendance at each performance to uphold law and order. All police officers so provided shall be either employed only during their non-duty hours or special police officers appointed by the governing body of the City of Albany. When police are to be employed by the applicant, said applicant shall advise the Superintendent or his/her designee prior to the use of District facilities.

Special Permissions

Special permission must be obtained for decorating, installing scenery, moving pianos or installing any apparatus. All such material must be flameproof or fire-retardant and must be removed from the building promptly after the performance so that there will be no interference with school activities.

District owned equipment is only available to District programs, school organizations, and the City of Albany. No exceptions will be made.

Custodial Services

Custodial services are provided only for access, chair/table setup, heating, lighting, ventilation and cleanup of a building. These services do not include the erecting or dismantling of scenery, equipment or other apparatuses. Custodians are not required to perform tasks or errands for the party using the facilities prior to, during, or following an event. The holder of the permit must furnish all the help necessary to arrange and run the programs, including, but not limited to, such as stagehands, ushers, ticket collectors, booth operators, etc.

Use of Facilities

Approval of the use of facilities does not necessarily include the use of District-owned equipment such as spot lights, flood lights, moving picture apparatus, public address systems, band instruments, stage scenery, photographs, pianos, or the like.

Events and activities scheduled within District buildings must terminate with sufficient time to permit cleaning of the facilities.

Whenever any equipment, scenery, or apparatus is left after the use of a school building, the User will be charged a fee for the removal of the item. The removal will not be delayed for the convenience of the party who uses the facilities.

Users who have requested the use of a facility for multiple days may choose to leave their equipment behind. User must submit a request to leave behind equipment in writing. Request must be approved by the Facility-Use Coordinator. We ask that the equipment be placed to the side and out of the way so that the facilities can be easily cleaned by our custodial team. Please note that Albany Unified School District is not responsible for any items left behind by the User that may become damaged, lost or stolen.

Classrooms, Libraries and Multi-Purpose Rooms

All classrooms, libraries and multi-purpose rooms must be left in the condition they were found.

If custodial assistance is not part of a User's facilities use fee, the following must occur:

- oTake out all trash and replace bags.
- oTake out all recycling and replace bags.
- oWipe down all tables and return them to their previous positions.
- oDo not leave any items behind.
- oCheck for spills; mop, sweep, pick up trash as necessary.
- oCheck bathrooms for trash and pick up as necessary.
- oCheck to see that all lights are off and all windows/doors are closed and locked.

If the above does not occur, the District reserves the right to charge the User its direct costs for the cleanup after User's activity or event.

Equipment and setup are not included in the rental fee. User should bring their own equipment and be capable of setting up their equipment.

There is a list of rental equipment located on the facility rental list. Should the User need the use of these items additional fees will apply.

Albany High School Little Theater

When renting the Little Theater, an Associated Student Body (ASB) public announcement system and its operator must be rented. The ASB must be hired and paid outside of the facility booking. This transaction will occur directly with ASB and the operator. Contact information for ASB: cbryant@ausdk12.org (Craig Bryant).

Cougar Field (Track, Football/Soccer and Softball) and Restrooms

User is responsible for monitoring weather conditions and evaluating playing fields of participants and spectators when the threat of lightening or dangerous conditions approaches. User shall cancel events if field conditions could cause harm. In the event of weather cancellation for any reason, please contact the District as soon as the decision to cancel has been made.

No improvements or additions shall be made without written consent of the District.

No animals are allowed on the playing fields.

Sound amplification is not allowed by outside users.

Fields are not prepped and do not include use of bases or goals, nor are they available.

No event will conflict with a District sports team or school program. Should a District program go over time, the User will wait until said program is finished before entering the event location. If there is a timing conflict, please contact the District so that event times may be modified and appropriate refunds/credits can be made.

Any User requesting the use of Cougar Field shall pay a one-time/year restroom fee relating to the direct cost of the restroom's upkeep.

- oOnce the fee has been paid, Users will receive a code for a lock box located outside of the restrooms. The key shall remain inside the lock box. The bathrooms will remain open the duration of the event. Once the event is over, the bathrooms should be locked and the key should be locked back in the box.

- oShould the code be given to any user without permission User will be charged yearly rate as well as a \$500.00 fee for re-keying the locks.

- oThe restrooms shall be cleaned by the custodian on Fridays and then not again until Monday morning. It is the responsibility of the user to assure that the restrooms are left in a suitable condition throughout the weekend. If the restroom is left disorderly the User shall be charged \$160.00 (4 hours custodial services).

AHS and AMS Gyms, AHS Wrestling Room and Weight Room

Groups will be required to pay for two (2) custodians to support the event for the entire event time and the time it takes to clean up after (minimum 2 hours).

The use of tables and chairs and non-stationary sports equipment (i.e.: volleyball nets, score board remote, balls, etc?) are not included in the cost of renting the facility. Any equipment needed for the event must be supplied and set up by the User.

Access to the snack bars is only available to District programs, school organizations, and the City of Albany during any event. No exceptions will be made.

Albany Aquatic Center

Please visit the Albany Aquatic Center website to download a copy of the Aquatic Center Facility Use Agreement.

Email: reservations@ausdk12.org

Methods of Payment

Visa, MasterCard, Discover Card, Other

Have Questions?

Online Registration FAQs

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