Permit Contract

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

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

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

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

Customer Type: Direct Rental Cost
Prepared By: Internet User

Primary: (510) 504-2973

<table>
<thead>
<tr>
<th>Charges</th>
<th>Taxes</th>
<th>Discounts</th>
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<th>Total Payments</th>
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RESERVATIONS

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<tr>
<th>Event</th>
<th>Resource</th>
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<tbody>
<tr>
<td>Little League #1568</td>
<td>Albany MS - Cougar Field - Softball</td>
<td>Albany Middle School</td>
<td>--</td>
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<tr>
<td>Type: Community</td>
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<tr>
<td>Attend/Qty: 50</td>
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<table>
<thead>
<tr>
<th>Day</th>
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<th>Event Begins</th>
<th>Duration</th>
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<th>Time</th>
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<tr>
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Summary

Total Number of Dates: 13
Total Time: 19½ hours

CHARGES

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<tr>
<th>Description</th>
<th>Event / Resource</th>
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<th>Units</th>
<th>Tax</th>
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<tbody>
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<td>$16.50</td>
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Albany MS - Cougar Field - Softball
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:
  o Take out all trash and replace bags.
  o Take out all recycling and replace bags.
  o Wipe down all tables and return them to their previous positions.
  o Do not leave any items behind.
  o Check for spills; mop, sweep, pick up trash as necessary.
  o Check bathrooms for trash and pick up as necessary.
  o Check 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.

- Once 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.
- Should 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.
- The 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.