

See classification definitions		(Rates are per hour, Daily rate is for up to 8 hours)					
Facility	Class I	Class II	Class III	Class IV	Class V	Daily Rate	
	District Sponsored Facility Use	City/Gov. Sponsored Facility Use	Non-Sponsored (Developmental Programs) Facility Use	Charitable Entity Facility Use	Fair Market For Profit/Commercial Business Facility Use	>8 hrs	Class V(a) 8< +\$ rate/hr
Cafeteria-High School & Kitchen++	Per District Regulations	\$45	N/A	\$105	\$200	\$1200	+\$45
Cafeteria-Junior High School	Per District Regulations	\$41	N/A	\$75	\$150	\$900	+\$41
Cafeteria-Junior High School & Kitchen++	Per District Regulations	\$41	N/A	\$95	\$175	\$1050	+\$41
Cafeteria-Elementary	Per District Regulations	\$38	\$45	\$65	\$125	\$750	+\$38
Cafeteria-Elementary & Kitchen++	Per District Regulations	\$38	N/A	\$85	\$150	\$900	+\$38
Field-Baseball	Per District Regulations	\$45	\$60	\$75	\$125	\$750	+\$45
Field-Softball	Per District Regulations	\$45	\$60	\$75	\$125	\$750	+\$45
Field-Football	Per District Regulations	\$45	\$60	\$75	\$125	\$750	+\$45
Field-Football Artificial Turf	Per District Regulations	\$70	\$85	\$100	\$150	\$900	+\$45
Field-Football w/lights	Per District Regulations	+\$100/hr	+\$100/hr	+\$100/hr	+\$100/hr	N/A	N/A
Field-Soccer	Per District Regulations	\$45	\$55	\$75	\$125	\$750	+\$45
Field-Soccer Artificial Turf	Per District Regulations	\$55	\$70	\$95	\$175	\$1050	+\$45
Field-Practice	Per District Regulations	\$45	\$60	\$75	\$125	\$750	+\$45
Field-Track	Per District Regulations	\$45	\$60	\$75	\$125	\$750	+\$45
Tennis Courts	Per District Regulations	\$10	\$60 (8 courts)	\$75	\$125	\$750	+\$45
Parking Lot (Asphalt Areas)	Per District Regulations	\$45	\$60	\$95	\$110	\$660	+\$45

Auditorium Details:

A) 650-799	Pleasant Grove JHS (657), Lakeridge JHS (730), American Fork JHS, American Fork HS, Lehi HS, and Pleasant Grove HS (750)
B) 800-949	Willowcreek MS (800), Timberline MS (824), Lone Peak HS (900), Timpanogos HS (900),
C) 950+	Orem HS (980), Mountain View HS (1500), Westlake HS (1100)
Stage Only	Includes house and work lights, only. No technical needs or patron use of room
Full Stage, Lights, Sound & Seating	Requires hiring of student technician(s)
Student Technician	\$10/hour
Drama Teacher	\$25.13/hour

++Additional Fees

Custodial-High School	Head/lead @ \$45/hour, Sweeper @ \$30/hr
Custodial-Junior High	Head/lead @ \$41/hour
Custodial-Elementary	Head/lead @ \$38/hour
Volleyball Net/Standards	\$10/hour
Press Box (scoreboard & sound/microphone)	\$25.13 /hour (school staff supervision required)
++Food Services Personnel	Hourly Rate + 10% (as per ASD R & R 1330, 5.0). All other costs invoiced by Food Services
+Restrooms	\$15/day
Administrator or Designee	\$52/hour
Late Fee	10%
Cancellation by Renter-48 hour minimum	10%
Cancellation by ASD	0%

Other Memos, etc.

Outdoor Facility Use	“First come” use at no charge. “Guaranteed use,” “scheduled play or practice” where there is an “expectation of use” requires rental agreement.
Outdoor Restrooms	Renter to contract the delivery/pick-up of portable restroom(s) for outdoor facility.
Network Services	Not provided

Class Definitions

<p>Class I</p> <p>District Sponsored Facility Use</p>	<p>Groups associated with Alpine School District Use: Such groups shall be subject to the policies, procedures, rules and regulations of the ASD. Groups include but are not limited to:</p> <ul style="list-style-type: none"> a. District-sponsored staff and student groups b. School clubs & organizations c. District-sponsored school athletic teams d. District-approved camps/clinics e. District provided staff development, in-service, classes, etc. f. Co-Sponsored activities (PTSA, Boosters, etc) g. ASD Sponsored Community Education Programs h. Official School Class Reunions i. Summer and out of season athletic activities that are approved by school administration, under direction of school coach/advisor, participants are not required to pay a fee, participation is limited to enrollment area (grades 9-12). <p>All money-transacting activities are overseen by the school and must go through the ASD Business Department in accordance with applicable ASD accounting procedures.</p> <p>+Activities which do not meet the above may only be scheduled use of facilities through classifications II, III, IV or V</p>
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<p>Class II City/Government Sponsored Facility Use</p>	<p>This classification applies to those groups that are organized for instructional or government purposes. Such groups could include educational institutions, government entities, and others whose purpose is to provide information and instruction to the general public. All activities qualifying under this classification shall be:</p> <ul style="list-style-type: none"> a. Sponsored by city or government b. Non-exclusive in participation, open to the public c. Approved by the school administration <p>(Fees- Per Fee Schedule, to cover the school’s “actual costs,” which include personnel costs associated with maintenance, supervision and security for the activity, utilities and supplies, etc.)</p>
<p>Class III Non-Sponsored Facility Use</p>	<p>This classification applies to developmental programs which:</p> <ul style="list-style-type: none"> a. Are in support of building/strengthening the high school program b. Participants are comprised of students enrolled in the high school cluster c. Are coached by volunteers d. Require a district employee to serve as supervisor (paid through ASD payroll) <p>Developmental programs/teams meeting the qualification in “Class III” are required to meet all terms and conditions of the School Facility Use Policy that apply to Class IV and V. (Fees- Per Fee Schedule, to cover the school’s “actual costs,” which include personnel costs associated with maintenance, supervision and security for the activity, utilities and supplies, etc.)</p>
<p>Class IV Charitable Entity Facility Use</p>	<p>This Classification shall apply to those organizations (charitable, civic, religious, and private use) that solicit fees, dues, or contributions from the participants or public, the net proceeds of which are expended for the welfare of students of the district, for charitable purposes or purposes that are for the betterment of the community. These organizations operate primarily on unpaid volunteer helps. In addition, this classification shall apply to private functions and events, such as family reunions, weddings, dinners, holiday celebrations and other such activities.</p> <p>(Fees- Per Fee Schedule, to cover the school’s “actual costs,” which include personnel costs associated with maintenance, supervision and security for the activity, utilities and supplies, etc.)</p>
<p>Class V Fair Market, For Profit, Commercial/ Non-Profits Business Facility Use</p>	<p>This Classification shall apply to any commercial profit or non-profit organization or any other group that either conforms with the following definition, or does not fall within any other classification under “Class Definitions” This classification applies primarily to organizations or groups whose motives, objectives and operational structure are:</p> <ul style="list-style-type: none"> a. To make a profit, including non-school sponsored fund-raisers b. Operate primarily on paid personnel; and/or c. Charge admission and/or other participation fees: the proceeds of which will be spent for other than charitable or welfare purposes <p>(Fees- Per Fee Schedule. The purpose and objective of charging fees is to collect an approximate fair market rental value for the use of the school facilities. Fees- Per Fee Schedule, to cover the school’s “actual costs,” which include personnel costs associated with maintenance, supervision and security for the activity, utilities and supplies, etc. and an additional amount to be used by the school for improvements and maintenance of school facilities.</p>

ALPINE SCHOOL DISTRICT FACILITY USE APPLICATION FOR PERMIT

Complete application and payment must be submitted for ASD approval no less than twenty (20) business days prior to requested use. A late fee equal to 10% of the rental charge may be assessed for late applications.

Application Information Details

Renter, Group/Organization:				
Date(s) and Time(s) of requested use +30 minutes prior and following event is minimum requirement	Date(s)	Starting Time	Ending Time	=Hours
Purpose of Requested Use				Total:
Name of Requested School				
Requested Facilities				
Special Equipment Requested				
Additional Personnel Requested				
Estimated Attendance at Event	# of Participants:		# of Attendees:	
Will an admission or participation fee be collected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Estimate Income:

Activity Supervisors

(Renter must provide 2 adult supervisors, minimum age 21, must remain on premises at all times to supervise participants and attendees)

	Printed Name	Phone Number
1		
2		
Alternate		

Classification

<input type="checkbox"/> Class 1	<input type="checkbox"/> Class II	<input type="checkbox"/> Class III	<input type="checkbox"/> Class IV	<input type="checkbox"/> Class V
District Sponsored Facility Use	City/Government Sponsored Facility Use	Non-Sponsored (Developmental Program) Facility Use	*Charitable Entity Facility Use	Fair Market Use For Profit/Commercial Business Facility Use

Costs Itemized (rate based on "Facility Use Fee Schedule")

At the discretion of the administrator/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.

Facility:	<input type="checkbox"/> Per Day Rate (8 hours): \$ _____ +	<input type="checkbox"/> Per Hour Rate: \$ _____ x (_____ hrs.) =	= \$
Facility:	<input type="checkbox"/> Per Day Rate (8 hours): \$ _____ +	<input type="checkbox"/> Per Hour Rate: \$ _____ x (_____ hrs.) =	= \$
Facility:	<input type="checkbox"/> Per Day Rate (8 hours): \$ _____ +	<input type="checkbox"/> Per Hour Rate: \$ _____ x (_____ hrs.) =	= \$
Personnel-Staff/Student:	<input type="checkbox"/> Per Day Rate (8 hours): \$ _____ +	<input type="checkbox"/> Per Hour Rate: \$ _____ x (_____ hrs.) =	= \$
Personnel- Staff/Student:	<input type="checkbox"/> Per Day Rate (8 hours): \$ _____ +	<input type="checkbox"/> Per Hour Rate: \$ _____ x (_____ hrs.) =	= \$
Equipment	<input type="checkbox"/> Per Day Rate (8 hours): \$ _____ +	<input type="checkbox"/> Per Hour Rate: \$ _____ x (_____ hrs.) =	= \$
Other	<input type="checkbox"/> Per Day Rate (8 hours): \$ _____ +	<input type="checkbox"/> Per Hour Rate: \$ _____ x (_____ hrs.) =	= \$
Other	<input type="checkbox"/> Per Day Rate (8 hours): \$ _____ +	<input type="checkbox"/> Per Hour Rate: \$ _____ x (_____ hrs.) =	= \$
Please make checks payable to (School Name): _____			TOTAL FEE DUE: \$

Documents & Fees Checklist

- "ASD Facility Use Application For Permit" (this form)
- Certificate of Insurance (listing ASD as an additional insured for the event)
- Indemnification Agreement
- *501(c)(3) IRS Determination Letter (for Class IV or V, only)
- Facility Use General Regulations Agreement
- Rental Fee (Payable to "School Name")

- ❖ Properly filled out **forms** and **full rental fee payment** must be received by the **School Administration** no less than **twenty (20) business days**. Applications received less than ten (20) business days prior to date of rental will be assessed a late fee equal to 10% of the rental charge.
- ❖ All Applications are reviewed by the Alpine School District Administration. Upon approval, a permit for use will be issued. Applicant will be notified by the school administration.
- ❖ *The Alpine School District will approve classification of certain 501(c)(3) organizations for Class IV (Charitable Entity Facility Use) or Class IV (Fair Market --For Profit/Commercial Business Facility Use). Additional financial information may be requested. Those denied will be given a right of appeal.

Signed

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

	Printed Name	Signature	Date
Responsible Renter Party			
School Administrator			
ASD Administrator			

For School Use				
Total Rental Fees	Facility Use Fees	Non-Facility Use Fees	20% Facility Use to ASD (Class III, IV & V)	80% Facility Use to School (Class III, IV & V)

For District Use	
Date Received:	Permit Status <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> School Contacted

BUILDING RENTAL GENERAL REGULATIONS

1. The request for school facilities shall not interfere or conflict with the educational programs.
2. The possession or use of alcohol, tobacco, and 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. Props & supplies must be approved.
4. Renter must provide two adult activity supervisors who will be on the premises during the entire rental period. These renter-designed 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 ASD Building Rental Committee may require multiple activity supervisors.) A representative of the school district, usually a custodian, will be present on the 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 ASD or representative is not responsible for any criminal activity that takes place during the activity.
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 the 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 alpineschools.org.
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 the school premises, including a stage or stage equipment, shall not remove or displaced 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 application.
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 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. The sale of concessions requires supervision by a person licensed with "food handler permit."
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 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 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.

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

Print Name/Organization: _____/_____

Title: _____