



Albany Unified School District
Albany, California

Facilities Use Handbook

January 2019

(Second Publication)

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Purpose and Scope

For purposes of adequate administration and control, the Albany Unified School District (“District”) Superintendent or his/her designee are authorized by provision of the Education Code and Civic Center Act to determine the availability of school property under his/her jurisdiction and to enforce the laws, rules and policies governing such use.

This Facilities Use Handbook (“Handbook”) will provide you with information that is vital to your successful use of the District’s available facilities. Please familiarize yourself and your group with the contents of this Handbook. In any circumstance where the guidelines contained herein conflicts with California or Federal law, in particular the California Education Code and the Civic Center Act, those respective laws shall prevail.

Students, the City of Albany and the Albany community are the primary users of the District’s facilities. At the discretion of the District’s Superintendent or his/her designee, outside users may reserve and apply for use the facilities, when not being used by these primary users. Although demand for District facilities often exceeds available capacity, the District is committed to providing use to community groups and youth sports programs in support of a broader and more balanced use of District facilities by the entire Albany community.

Throughout this Handbook, any potential facilities use applicant or facilities user of any kind, type, or organizational composition will be referred to as “User.”

Control

The Superintendent or his/her designee shall perform the following functions:

- Determine the eligibility of individuals or groups seeking use of school property.
- Secure required signatures, information and applications for use of District facilities.
- Determine if applicants are entitled to use facilities on a free, direct cost, or fair rental value basis.
- Schedule the activity for a time and date that is in the best interests of the District.
- Issue permits to those who qualify, if the facilities are available.
- Notify all parties and departments concerned when permits are issued, canceled, or changed.
- Keep adequate records of all use of District property for public purposes.
- Insist upon the observance of all rules and regulations as set forth by the Education Code, Civic Center Act, Board Policy and staff rules.
- Revoke permits and deny use of District property to any individual or group, when violations of regulations occur.

Eligibility

The use of District facilities, or part thereof, to individual persons, firms, corporations, groups, clubs, or associations, is conditioned upon the adherence to the rules and regulations set forth by the District's Board. In general, the use of the District's facilities shall pertain to the recreational, educational, political, economic, artistic, or moral interests of the community.

District facilities shall **NOT** be made available for any of the following activities:

- Any use by an individual, society, group, or organization for the commission of any act intended to further any program or movement whose purpose is to overthrow the government of the United States or of the state by force, violence or other unlawful means.
- Any use of school facilities or grounds that is inconsistent with school purposes or interferes with the regular conduct of student instruction, school administration, or schoolwork.
- Fundraising campaigns except as permitted by Board Policy or special action of the Board.
- Discriminatory activities.
- Any activities that involve the possession, consumption, or sale of alcoholic beverages, or any restricted substance.
- Any other activities otherwise forbidden by the California Education Code, the Civic Center Act, and/or California and Federal law.

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.

Site Custodial Contact Information

***For Customers Only**

Albany High School	510-646-2295
Albany Middle School	510-646-2307
Cornell Elementary	510-646-2315
Marin Elementary	510-982-9767
Ocean View Elementary	510-812-3347
ACC/District Office	510-883-4535

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:

- Take out all trash and replace bags.
- Take out all recycling and replace bags.
- Wipe down all tables and return them to their previous positions.
- Do not leave any items behind.
- Check for spills; mop, sweep, pick up trash as necessary.
- Check bathrooms for trash and pick up as necessary.
- 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).

A 10% Facility Use Fee will be applied to all reservations to support Cougar Field maintenance costs.
(1/1/19)

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 contact Amanda Mendieta with reservation requests for the Aquatic Center.
amendieta@ausdk12.org

Camp Requirements

In order for AUSD to allow outside camps to use our facilities for the Summer we have attached a list of requirements from camps to maintain a healthy and clean environment.

Here are the steps and precautions we would like you to take in order to protect our space and materials:

Before Camp:

- Take pictures to document the condition and set up of each room before you move in.
- Cover all tables and desks with plastic tarps
- Cover all floor surfaces with plastic tarps (unless there will be zero food or drink in the room at all times)
- Cover bookshelves, cabinets and counter tops with paper or plastic

During Camp (if no custodial is opted for):

- Your staff will leave the rooms clean and tidy. All surfaces, floors and garbage cans must be cleaned. Bathrooms will be picked up (no paper on floors, sinks cleaned out) daily.

After Camp:

- Remove all plastic and paper coverings
- Clean all surfaces with disinfectant (tables, chairs, desktops, floors)
- Walk through all rooms used with AUSD representative to ensure that rooms are in acceptable condition.

Additional Fees

Name	Fee
M-F Custodian	10% charge added to entire reservation to cover custodial costs.
Weekend Custodian	\$40/hr (2 hour minimum) after event clean up
Event Attendant	\$40/hr – AUSD staff must be present at facility for the duration of the event if it falls on a weekend

Requirements for Summer Camps at Albany Unified School District

Before



Paper covering of
classroom materials



Plastic covering on
all tables and
counters



Plastic covering
on floors

Facilities Available

Facility Hours:

Mon-Friday (7:00am –10:30pm)

Saturday/ Sunday (7:00am –8:30pm)

Cougar Field: (7:00am – 7:30pm/as lighting permits)

Location	Address	Available Facilities for Rental
Marin Elementary	1001 Santa Fe Ave	Classroom Library Kitchen Blacktop Multi-Purpose Room
Cornell Elementary	920 Talbot Ave.	Classroom Library Kitchen Blacktop Multi-Purpose Room
Ocean View Elementary	1000 Jackson St.	Classroom Library Kitchen Blacktop Multi-Purpose Room
Albany Middle School	1259 Brighton Ave.	Classroom Library Gym Cougar Field – Soccer/Football (no lights) Cougar Field – Track Cougar Field – Softball Restrooms
Albany High School	603 Key Route Blvd.	Classroom Library Kitchen Gym Weight Room Wrestling Room Band Room Choir Room Multi-Purpose Room Albany High School Little Theater
Albany Aquatic Center	1311 Portland Ave.	Indoor / Outdoor Swimming Pool

Priority

A system of priorities is established to prevent conflicts between groups wishing to use the same District facility at the same time. The Superintendent or his/her designee shall make the final determination of use according to this system of priorities.

The following groups' priorities are ranked below, in descending order of how priority will be given:

1. School District (K-12)
2. District Programs (District Office, Teachers, Administrator, School District, School District Sports Teams and Clubs, ASB, etc)
3. School Related Organizations (PTA, Booster Clubs, Parent Organizations, Employee Bargaining Units, Albany Aquatic Center, Albany Children's Center etc.)
4. City of Albany (in accordance with the Joint Use Agreement)
5. Any group that provides a service to youth, Girl Scouts, Boy Scouts, Camp Fire USA and the YMCA, Senior Citizen groups, religious organizations or church groups that arrange and supervise sports league activities for youth, school county advisory councils, American Red Cross (other groups organized to provide mass care and welfare shelters during disasters or other emergencies)
6. Albany Based Non-Profit Organizations (must submit 501(c)3 Status)
7. Non-Albany Based Non-Profits (must submit 501(c)3 Status)
8. Organizations that serve predominantly Albany residents
9. All other non-City / non-District based groups, public or private agencies, and all other eligible organizations

Applications for Use

All applications from outside organizations, groups, or individuals for the use of school facilities shall be submitted online.

The application will be subject to approval by the Superintendent or his/her designee. The Superintendent or his/her designee shall determine if the applicant is eligible to use facilities and what the fees should be. Requests may require confirmation with the school site Principals, Secretaries and/or Directors. The Board reserves the right to deny any organization facility use for any reason.

Any person applying for the use of school property on behalf of any group shall be a member of such applicant group and unless he is an officer of such group, must present written authorization to represent the group and negotiate a contract for the use of school facilities.

Applications for facilities shall be submitted during the following months each year for the following date ranges:

Priority Group	Date Range	Submittal Due Date
<i>Fall / Winter Requests</i>		
1 through 3	September - December	No later than June 1
4	September - December	No later than June 10
5	September - December	No earlier than June 20
6 through 9	September - December	No earlier than July 1
<i>Spring/Summer Requests</i>		
1 through 3	January -August	No later than October 1
4	January -August	No later than October 10
5	January -August	No earlier than October 20
6 through 9	January -August	No earlier than November 1

Facilities requests submitted past the submittal due date will still be reviewed and approved however, District Use will always have priority. If the District submits a request late a previously approved request may be cancelled.

All applications must also sign a General and Hold Harmless Agreement, stating the following terms:

- We hereby certify that we shall personally be responsible for our organization for any damage or unnecessary abuse of the school buildings, grounds or equipment growing out of the occupancy of said premises by our organization. We agree to abide by and enforce the rules and regulations of the Albany Unified School District governing the non-school use of buildings, grounds, and equipment, and to pay any charges prescribed by said rules and regulations.

- We agree to give the Albany Unified School District NOTICE OF CANCELLATION of any event at least three business days before the event is scheduled, and agree to pay all charges levied by failure so to notify the site District Business Office or Facility-Use Coordinator.
- We shall preserve order and decorum on the premises at all times.
- We shall comply with all local ordinances, rules of the Board of Health, and regulations of the Police and Fire Department.
- We shall remove all our materials from the premises immediately upon termination of the approved use. There will be no interference with school activities.
- When applicable, we shall follow cleaning guidelines listed with each facility and restore facility to its normal condition. (If we are not paying for/contracted to require a custodian before, during or after event.)
- WE WILL ENFORCE THE TOBACCO-FREE, ALCOHOL-FREE, DRUG-FREE SCHOOLS POLICY, WHICH PROHIBITS THE USE OF ANY TOBACCO, ALCOHOL OR DRUG IN SCHOOL BUILDINGS OR ON SCHOOL GROUNDS.
- We shall indemnify and hold harmless the Albany Unified School District, its Board of Education and the individual members thereof, and all district officers, agents and employees, individually and collectively, from and against all costs and losses, all claims, demands, suits, actions, payments and judgments arising from personal injuries or otherwise brought or recovered against any of the above, that may arise or be alleged to be the cause by our use or occupancy of the District facilities, furniture or equipment, including any and all expense, legal or otherwise, incurred by the District or its representatives in the defense of any such claim or suit.
- All permits shall be revocable and shall not be considered as a lease, and the Board or its authorized agent may reject any application or cancel any permit. A permit is not transferable.

All applications must also include a signed Statement of Information, as stated in the Civic Center Act, attached hereto as Exhibit C, or through the District's online application.

The District's Board reserves the right to accept or deny any facility request from any User for any reason.

Insurance Requirements

In addition to the above-mentioned application requirements, during the entire term of use of District facilities, User is required to maintain in effect at User's own cost and expense, a policy or policies of comprehensive general liability insurance, including coverage of owned and hired automobiles, with a minimum combined single limit coverage of one million dollars (\$1,000,000.000) for the defense of lawsuits and the payment of damages arising from: 1) bodily injury, illness, or death and; 2) property loss, damage and destruction, for each accident or occurrence. The insurance coverage shall provide that the insurance carrier or its representative shall process and respond to all claims from acts of User's employees and agents, and shall provide legal counsel for the defense of lawsuits.

When User is not an organization that promotes youth and school activities, User shall cause the District, its officers, employees, agents, and governing board to be named as additional insured in the above insurance policies, and provide a Certificate of Insurance as evidence of the above insurance coverage. The Certificate of Insurance shall be delivered to the site administrator of the school before a facility reservation can be confirmed. The Certificate shall contain a provision that the District shall be given written notice 30 calendar days in advance of cancellation or any material change in the insurance policies of User. Certificates shall be forwarded to the District office for filing with the district insurance broker.

User shall, if applicable, at its own cost and expense, maintain Workers' Compensation insurance coverage for its employees including volunteer employees under the State Workers' Compensation Insurance laws.

The requirement for insurance coverage may be waived by the Superintendent for groups other than those that promote youth and school activities. If the requirement is waived, each individual involved in the facility use shall hold the District, the District's Board and employees free and harmless from any loss, damage, liability, cost, or expense that may arise during or be caused in any way by such use or occupancy of District property.

Fees

The District's Board shall develop a fee schedule, attached as **Exhibit A**, which in accordance with the California Education Code. The fee schedule shall be revised whenever there is a significant change to the District's costs. Pursuant to the requirements set forth in the Education Code and the Civic Center Act, the District may charge fees based on the type of use, as described below. A User's type of use and fee amount shall be determined by the Superintendent or his/her designee, based upon the requirements outlined in the California Education Code and the Civic Center Act.

Definitions

"Direct Costs" are those costs incurred by the district in providing the use of school facilities or grounds to organizations. These include supplies, utilities, custodial services and any salaries, for or services provided by, additional district personnel. In addition to this, costs include the share of the costs for maintenance, repair, restoration, and refurbishment, proportional to the use of the school facilities or grounds.

"Fair Rental Value" are fees assessed to organizations, which consist of direct costs plus the amortized costs of the school facilities or grounds used for the duration of the activity authorized.

Free Use

A fee for use of District facilities will not be charged to officially recognized District student and staff groups, parent organizations, and the City of Albany. Free use groups include but are not limited to:

- School District (K-12)
- District Program (District office, Teachers, Administrators, Sports Teams, Clubs, ASB, etc...)
- School Related Organizations (PTA, Booster Clubs, Parent Organizations, Employee Bargaining Units, Albany Children's Center, etc...)
- City of Albany (in accordance with the Joint Use Agreement)

Direct Costs

Youth-oriented non-profit organizations, religious organizations, and tax supported organizations, which do not collect fees (colleges, Federal, State and County educational organizations) for the intended use of the facilities will pay an expense charge to cover the District's direct costs for the use of facilities. Activities other than those specifically defined above shall be charged a fee. These include, but are not limited to:

- Any non-profit that is providing a service to youth
- Girl Scouts/Boy Scouts
- Camp Fire USA
- YMCA
- Senior Citizen groups
- Religious organizations or church groups that arrange and supervise sports league activities for youth
- American Red Cross and other groups organized to provide mass care and welfare shelters during disaster or other emergencies

Fair Rental Value

Groups that use school facilities or grounds for the following activities, shall be charged fair rental value as listed on Exhibit A. These groups/events are:

- Entertainment, meetings, or athletic camps where admission fees are charged or contributions are solicited, and the net receipts are not expended for the welfare of the pupils of the District or for charitable purposes.
- Albany-based non-profit organizations (must submit 501(c)3 status)
- Non-Albany based non-profits (must submit 501(c)3 status)
- All other non-City/non-District based groups, public agencies or private organizations

Fee Payment

All applicable fees must be paid prior to approval of Application for Use of Facilities. No reservation of facilities, scheduling of custodial or other staff (i.e., approval of application) will be made prior to full payment of such fees.

Checks should be made payable to Albany Unified School District. To facilitate processing, please be sure to write your invoice number(s) on your check.

Other Fees

The Albany Aquatic Center is a unique entity of the Albany Unified School District and shall be treated as a separate enterprise.

Appropriate fees may be charged to all groups for the use and operation of ANY District equipment such as screens, projectors, floodlights and spotlights.

The District reserves the right to charge a User for the personnel cost of opening and closing the facilities if no school employee would otherwise be available to perform that function as a part of their normal duties.

The District reserves the right to charge a User for the cost of a school employee's presence during the organization's use of the facilities if the District's Board determines that supervision is needed and that employee would not otherwise be present as part of their normal duties.

The District reserves the right to charge a User for the cost of utilities directly attributable to the organization's use of the facilities.

Should any User use the facilities outside at a time when custodial services are not normally available (Saturdays, Sundays and Holidays), the District shall charge a fee equal to the cost of those services. The User shall pay a District facility attendant rate as well as two (2) additional hours of custodial services after the event. If a District attendant is made available for the entire duration of the event, the User shall only pay the custodian (minimum of two hours) after the event and the attendant fee will be waived. Please refer to Exhibit A for a full list of attendant and custodial fees.

The District reserves the right to charge a User an additional fee for the rental of a facility by any group if the event occurs on a Saturday, Sunday or holiday.

Name	Fee
M-F Custodian	10% charge added to entire reservation to cover custodial costs.
Weekend Custodian	\$40/hr (2 hour minium) after event clean up
Event Attendant	\$40/hr – AUSD staff must be present at facility for the duration of the event if it falls on a weekend

Termination

The District may terminate the facility use agreement for any reason whatsoever by providing written notice to the other party of the termination. Such termination shall be effective the date notice is provided. The User may terminate their reservation with two weeks notice and shall be responsible for all fees related to any portion of the time the User used the facilities. The District’s Board also reserves the right to terminate a User’s use of any District facility at any time and for any reason. The District will make every effort to find alternatives before cancelling a User’s event or potion of their schedule.

The District reserves the rights to refer any delinquent account to a collection agency and/or report to a credit bureau. Legal proceedings may be initiated for any delinquent amount. Per District Board policy, new facility permits will NOT be issued to groups with past due amounts. This policy will be strictly enforced.

Fee Adjustments

The District may adjust a User’s type of use and respective fee if the provision of services is deemed necessary to meet the needs of the community and the fee exceeds the amount the group is able to pay to continue to provide services. If a group would like re-allocation of status, thus altering fees, the group must complete a Fee Adjustment submittal form to Amanda Garcia, Facilities-Use Coordinator.

Once the form has been properly completed, the Fee Adjustment Submittal Form will be reviewed by the District and any of its applicable personnel. If the adjustment seems reasonable, the User will receive an email or phone call from the Facility Use Coordinator within 30 days of application. If all persons reviewing the form are in agreement the fee may be altered for the group for a period duration not exceeding 1 year.

The fee adjustment form is attached hereto as Exhibit B.

Exhibit A: Facility Fee Schedule 2018
Fees shall include set up and break down times.

Liability Insurance Requirement: Prior to using the facility, the District shall be provided with a Certificate of Insurance in the amount of \$1,000,000 (one million dollars), combined single limits, with the District as an Additional Insured.

Facility	Direct Rental Cost Hourly Rate	Fair Rental Cost Hourly Rate
Classrooms & Libraries		
Elementary Schools (Cornell / Marin / Ocean View)	\$16.50	\$28.00
Albany Middle School (AMS)	\$19.00	\$30.00
Albany High School (AHS)	\$19.00	\$30.00
Kitchens		
Elementary Schools (Cornell / Marin / Ocean View)	\$25.00	\$50.00
Albany High School	\$30.00	\$60.00
Multi-Purpose Rooms		
Cornell/Marin	\$24.00	\$50.00
Ocean View	\$25.00	\$53.00
Ocean View- Stage	\$10.00	\$21.00
Albany High School	\$26.00	\$55.00
Albany Aquatics Center		
Indoor Pool	\$75	\$86
Outdoor Pool	\$100	\$115
Full Facility	\$175	\$200
Lap Lane \$10/lane with year round contract in place if multiple lanes are being used	\$10	\$10
Lap Lane Standalone rental	\$43	\$50
Gymnasiums/Indoor Facilities/Sports Courts		
Albany Middle School (AMS)	\$42.50	\$73.50
Albany High School (AHS)	\$42.50	\$73.50
AHS Weight Room	\$22.00	\$38.00
Wrestling Room	\$22.00	\$38.00
Black Top (Cornell / Marin / Ocean View)	\$15.00	\$30.00
Cougar Field Sports Complex (Closed at dusk)		
Football/Soccer Field Artificial Turf (no lights)	\$32.00	\$55.50
Softball Field	\$16.50	\$28.00
Track	\$15.50	\$27.00
Restrooms (one-time/year flat rate)	\$20.00	\$20.00
Albany High School Little Theater (seats 293)		
Little Theater	\$40.00	\$70.00
Stage Light/Sound System	\$27.00/day	\$27.00/day
Booth with User's Operator	\$105.00/day	\$105.00/day
Booth with ASB Student Operator (contact Craig Bryant: cbryant@ausdk12.org)	\$15.50 + \$15.00/hr	\$15.50 + \$15.00/hr
Equipment and Custodial Services (minimum 2 hour charge)		
*Tables	\$11/table	\$11/table
*Chairs	\$3/chair	\$3/chair
Event Attendant	\$40.00	\$40.00
Custodial (min 2 hours) 0-99 people	\$40.00	\$40.00
Custodial (min 2 hours) 100-249 people	\$80.00	\$80.00
Custodial (min 2 hours) 250-499 people	\$120.00	\$120.00
Custodial (min 2 hours) 500+ people	\$160.00	\$160.00

**Tables and chairs are only available with Multipurpose Room and Gym Rentals.*

Exhibit B: Fee Adjustment Submittal Form

Once submitted the Fee Adjustment Submittal Form will be reviewed by the District and its applicable personnel. If the adjustment seems reasonable you will receive an email or phone call from the Facility Use Coordinator within 30 days of application.

Organization/Activity Name: _____

Applicant Name:

Applicant Address: _____

Phone Number:

Email Address: _____

Total number of participants served: _____

Facility Name/Location Desired: _____

Participant Age Group (check one)

- Pre-School (0-5yoa)
- Elementary – Middle School (5-13)
- High School (13-17)
- Adult (18-64)
- Senior (65+)

Description of Program:

Reason for Fee Adjustment Request:

Exhibit C: Statement of Information

The undersigned states that, to the best of his or her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means;

That _____, the organization on whose behalf I am making this application for use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of my knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.

(Signature)

(Date)