

FACILITY RENTALS

1. FACILITY RENTAL PACKET

- Found on alpineschools.org under “Community”—“Services”—“Facility Rental Packet”, or by searching “Facility Rental Packet”. Can also be found on the Business Services page under the “Services” sidebar.
- Please make sure you and potential renters are using the latest version. If there is a packet update, we will email the new version to you, and update the website.

2. FIRST CONTACT

- Basic Questions/Information-name of organization/group, if they are familiar with our rates (fee schedule) and insurance requirements, requested date(s), facilities, equipment, and personnel.
- Applications must be submitted to the district (Anna Davies) for approval, a minimum of 10 days before the requested date.
- Payment must be submitted with the application/before the event.
- Make sure that you are working closely with your custodian to ensure that they are aware of the needs, and have someone who can work an after hours event. (And so you know whether you need to charge for custodial)
- If the requested dates are available and you would like to move forward with the rental, send the signed and completed paperwork to Anna Davies (adavies@alpinedistrict.org).

3. APPLICATION

- For events that require setup and cleanup time, 30 minutes before and after the event is the required minimum.
- Make sure they provide specific dates, times, and total number of hours.
- Make note of any requested equipment/personnel/student tech etc, and charge them accordingly. The custodial charge (Elementary-\$38/hr, Jr./Middle-\$41/hr, High-\$45/hr) applies to any rental hours that take place *outside* of your custodial staff's regularly scheduled hours.
- Remember to fill out all of the information under the “Costs Itemized” portion of the application with the “Total Fee Due” at the bottom.

4. CERTIFICATE OF INSURANCE

- Alpine School District (575 N 100 E, American Fork, UT 84003) must be listed as the Certificate Holder and Additional Insured.
- Check the policy dates-make sure it hasn't expired.
- Required limits- \$1,000,000 Each Occurrence/\$3,000,000 General Aggregate.
- These requirements can be found on the Indemnity Agreement (Page 8) under “Insurance” (in bold).
- State Risk requires that we follow these rules.
- If you have more in-depth questions about insurance, contact Kim Walker (Risk Management) at (801) 610-8085, or kwalker@alpinedistrict.org.

5. MISCELLANEOUS

- The 80/20 split with the district only applies to classes III, IV, and V.
There is never any split for class I, II, or any non-facility use fees (custodial, personnel, equipment etc).
- Non-profit organizations that want to be charged the Class IV rate must provide a copy of their 501(c)(3) at the time they submit their application.
- If there will be selling of concessions at an outdoor event, they are responsible to haul their trash out (not allowed to use our dumpsters).
- Updated youth sports requirements-
 - Class III-100% of program participants live in ASD boundaries.
 - Class IV-Any or all participants do not live in ASD boundaries, but they are a 501(c)(3) non-profit organization.
 - Class V-Non 501(c)(3), any or all participants do not live in ASD boundaries.

RENTAL CLASSIFICATION NOTES

- **HS Class Reunions**—Class I, no insurance required, no facility use fee, custodial fee only
- **PTA**—Class I, insurance *is* required, no facility use fee, custodial fee only
- **City or State Run Programs**—Class II
- **Charter Schools**—Class II
- **Private Schools**—Class V
- **BYU/UVU/Other Universities**—Class II
- **Pageants**—Class IV, unless city is providing insurance (Class II)
- **Community Music Groups**—Class IV, unless city is providing insurance (Class II)
- **LDS Church**—Class IV
- **Dance Company Recitals**—Class V

SPORTS

- **City Recreation/Jr. Jazz**—Class II
 - Weeknights, or any time a custodian is already working at the school
 - \$10 per gym, per hour
 - Saturdays, or any time a custodian is *not* already working at the school
 - \$10 per gym, per hour + custodial*
 - *High schools-\$45/hour
 - *Junior high/middle schools-\$41/hour
 - *Elementary schools-\$38/hour
- **Bantam Basketball**—Class III
- **Youth Football and Soccer**—
 - Class III-100% of program participants live in ASD boundaries.
 - Class IV-Any or all participants do not live in ASD boundaries, but they are a 501(c)(3) non-profit organization.
 - Class V-Non 501(c)(3), any or all participants do not live in ASD boundaries.
- **Youth Lacrosse**-\$25/hour for practices, \$100/per game.
- **Elementary and Jr. High fields**-Charge per hour, per approximate 50x100 yard size.