



Athlos Academy
JEFFERSON PARISH

Facility Rental Guidelines *and* Rental Rates

Approved:
Revised:

10/04/2018

Facility Use

All after-hour activities for purposes other than school educational use will be scheduled through the school's executive director. The executive director or their designee is responsible for coordination of all school rentals.

Each school year begins on July 1 and ends on June 30. Rental requests will be scheduled on a time and space available basis.

Use of Athlos Academy of Jefferson Parish facilities will be granted free of charge for Athlos Academy sponsored programs and activities according to the definition of Category 1. Non-Category 1 Users will be required to provide payment as outlined in the rates.

All individuals or groups who are approved to rent Athlos Academy of Jefferson Parish facilities are responsible to provide their own supplies, including photocopies, paper, markers, chalk, etc. School functions will take priority over other activities in scheduling buildings.

Be aware that, based on the type of rental, only certain equipment may be allowable for use (i.e. only flat shoes are allowed on the turf). As part of the rental process, User will meet with an Athlos staff member who will inform User of the specific and allowed use of each rental location. Users are responsible for any and all cost to the facility due to damages or loss.

School Clubs

Facilities will be made available for school clubs to conduct meetings according to Category 1 rates.

Clubs associated with organized sports leagues and not sponsored by Athlos Academy of Jefferson Parish are subject to rental fees for conditioning, practices, and games.

School Fundraisers

All school fundraisers must comply with Athlos Academy of Jefferson Parish fundraising policies.

Any fundraiser designed to compensate personnel, businesses, or any outside entity must be conducted as a rental through the executive director as required by the guidelines noted herein.

Camps and Clinics

School-run camps and clinics held by Athlos Academy of Jefferson Parish personnel must be conducted in accordance with school policies and guidelines as outlined in the agreement contained herein.

Inter-local Governmental Agreements

Athlos Academy of Jefferson Parish may enter into inter-local agreements for the use of properties or buildings with municipalities or tax-supported agencies that are beneficial to the students of Athlos Academy of Jefferson Parish. Athlos Academy of Jefferson Parish may negotiate inter-local agreement fees on an individual basis.

All inter-local agreements will be approved by the Board of Education and the executive director or a designee.

Inter-local agreements may include such activities as pageants, music and drama productions, recreational activities, emergency shelter agreements, etc.

Election Use

The Board of Education authorizes the use of Athlos Academy of Jefferson Parish facilities for election purposes. Local schools are expected to cooperate. The election judge assigned to each site is responsible for setting up the election booths. The school will provide a table and chairs for each voting district. The voting should be set up near handicapped entrances for easy access.

Schools are expected to remain open for the duration of the agreed upon time. An Athlos Academy of Jefferson Parish employee must be present and must be available for assisting the election chairman as needed.

Charitable Use

Those wishing to rent the facilities under this category must provide evidence of their non-profit status: 501c3 form. Category 3 and Category 4, according to the rates, will be charged to recoup building expenses, provide necessary custodial supplies, and for personnel time.

Commercial Use

Athlos Academy of Jefferson Parish is a tax supported entity whose primary mission is the academic, physical, and emotional development of the students we serve in our schools. Due to the nature of Athlos Academy of Jefferson Parish, commercial rentals are discouraged. Athlos Academy does not wish to compete with other local facilities that are created for the purpose of holding public and private events. Rentals used to gain profit or make a living are deemed to be a commercial rental. Criteria used to approve appropriate commercial rental are as follows:

1. Is there another facility that could service the rental? Athlos Academy should not be in competition with local businesses.
2. Is the requesting commercial entity part of the local school community?
3. What would the impact be on the school facility and school personnel?
4. Does the requesting commercial entity have a business license?
5. If admission or fees will be charged or items sold, the requesting commercial entity must have a Temporary Sales Tax License.

Equipment

Those requesting to use equipment such as: stage lighting, sound systems, pianos, risers, projectors, DVD players, mats, etc., must pay an additional fee determined by the executive director.

Supervision

There must be an employee of Athlos Academy of Jefferson Parish present during any building rental from an outside group. If the kitchen is used, appropriate nutrition services staff must be hired to supervise use of the kitchen equipment.

User warrants to Athlos Academy of Jefferson Parish that it will provide all the supervision necessary for the safe use of facilities. User understands and agrees it takes full responsibility to provide medical and emergency care to all those involved in the event, including participants and spectators. User warrants to Athlos Academy of Jefferson Parish that all medical and emergency care will be appropriate and sufficient.

Facility use shall be supervised under the following conditions:

1. The organization/individual(s) using the facilities shall provide supervision at no less than 1 adult to 25 children (defined as under the age of 18);
2. The organization/individual(s) shall ensure that order is maintained for the duration of the event(s), including arrival to and dismissal from the grounds.
 - i. All supervising adults shall be 21 or older.
 - ii. All supervising adults as well as any additional adults with unsupervised access to children shall pass a background check prior to approval of the application. **By signing this agreement, User assures supervising adults have completed background checks and provided proof of clearance.** Category 1 should provide physical proof on file. School may not be liable for other categories - community events?

Warranty of Inspection

User must inspect the Facility and warrant to Athlos Academy of Jefferson Parish that the facilities are acceptable and appropriate for the event. User accepts full responsibility for all conditions on the premises that can be identified by reasonable inspection. User must give Athlos Academy written notice of any objectionable conditions, no later than one week before the date of the event. Failure to provide such advance notice of objectionable conditions will be deemed acceptance of the facilities.

Insurance

All Users are advised to obtain insurance for their own liability. For the purposes of this agreement, Users shall have Comprehensive General Liability Insurance covering the event in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate and have Athlos Academy of Jefferson Parish named as an insured. Five working days prior to the event all Users will give to the Athlos Academy of Jefferson Parish a certificate of insurance, which will include the above stated amounts, and show that Athlos Academy of Jefferson Parish has been added as an insured. Absent such certificate, Users will not be allowed to use the facilities.

Indemnity

User agrees to indemnify and hold harmless Athlos Academy and all of its boards, officials, officers, employees, agents, and volunteers from any and all lawsuits, claims, damages, liabilities, costs and expenses, including attorney's fees arising out of or in any way connected with User's use of the facilities.

Payment

Fees will be charged for use of facilities according to the approved fee schedule. All fees may be paid by check, money order, or cash, must be submitted prior to the activity, and will be collected by the Facilities Scheduler for Athlos Academy of Jefferson Parish.

A 10 percent (%) deposit or \$200, whichever is greater, will be required on all rentals. This deposit covers damage to the school, additional personnel required, and additional time or space added to the original agreement. If the deposit does not cover these costs, the User is responsible to cover all additional costs. All or a portion of the deposit will be refunded if all costs are covered in the original agreement. If the Facilities Scheduler must be notified of a cancellation of the planned activity, the contract amount and a portion up to 50 percent of the deposit may be refunded, if requested within 30 days of the event. The User must submit to the Facilities Scheduler a request in writing of those fees to be refunded. The request must include all mailing information, to whom the check should be made, and a copy of the rental application.

Acceptable Use / Facility Requirements

It is the responsibility of the User to ensure they meet the acceptable uses of the facility. The User is responsible for any and all damages caused during the rental of the facility.

Additionally, in order to ensure a refund of deposit the following is needed:

- Sweep and or vacuum the rented space. (i.e. sweep the basketball court after rental use and/or vacuum the meeting space utilized)
- Pick up all trash and place in the provided trash cans

Lastly, if any portion of the facility is rented, please observe the following rules:

- Only tennis shoes or basketball shoes are allowed on the basketball court or turf
- No gum is allowed within the school
- No food or drink is allowed on the turf or gym floor. Please confine food and drink to meeting space and the cafeteria.
- Refrain from kicking or throwing equipment at the garage doors
- Use of the weight equipment is prohibited
- Refrain from throwing or kicking equipment against the windows, banners, or blue curtains
- Refrain from slam dunking or hanging from the basketball rims
- For your safety and the safety of others please stay off the blue mats and the bleachers

User Category Definitions

Category 1: School educational use.

The purpose of schools is for curriculum and student programs/functions. School needs supersede any other use.

Category 2: Municipalities and other tax-supported agencies.

Facilities may be rented for meetings, public open houses, meet the candidate nights, productions, etc. This includes registered political parties and officials.

Category 3: Charitable or non-commercial organizations from within Athlos Academy of Jefferson Parish boundaries, non-profit events.

Facilities may be rented for non-profit events, including student club use, and community, county and municipal recreation programs, etc.

Category 4: Commercial organizations/for-profit events.

Rental of facilities with the intention to gain a profit or make a living either for individuals, businesses, groups or entities will be considered commercial events.

Rates

	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Category 4</u>
<u>Room Rental (Monday – Friday)</u>				
Classroom / Meeting Room	No Charge	\$30/ hour	\$50/hour	\$350/hour
Gym / Turf Usage	No Charge	\$125/ hour	\$125/hour	\$350/hour
Field and Outdoor Surfaces	No Charge	\$40/ hour	\$60/hour	\$350/hour

	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Category 4</u>
<u>Room Rental (Saturday – Sunday)</u>				
Classroom / Meeting Room	No Charge	\$40/ hour	\$60/hour	\$360/hour
Gym / Turf Usage	No Charge	\$135/ hour	\$155/hour	\$360/hour
Field and Outdoor Surfaces	No Charge	\$40/ hour	\$70/hour	\$360/hour

Computer labs, tech labs, shops, etc. are not to be rented.

Above costs reflect rental of the space only.

Additional Rates

Personnel and equipment costs will be added as per agreement for Categories: 2, 3, and 4.

<u>Personnel</u>	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Category 4</u>
Custodian / Security	No Charge	\$30/ hour	\$30/hour	\$30/hour
Food Service Personnel	No Charge	\$30/ hour	\$30/hour	\$30/hour

Category 1: School, or Parent Teacher Organization use

Category 2: Municipalities and other tax-supported agencies.

Category 3: Charitable or non-commercial organizations from within Athlos Academy of Jefferson Parish boundaries, non-profit events.

Category 4: Commercial organizations, for profit events.

Agreement

Primary User (Organization/Individual)

Additional User (if necessary)

Additional User (if necessary)

Additional User (if necessary)

By signing below, User understands and agrees to the terms within this document.

Primary User (Main Representative)

Additional User

Additional User

Additional User