

Los Alamos Public Schools encourage the use of District Facilities to promote educational, recreational, cultural and civic activities in the community.

SCHEDULING

Facility use is available to the community on an equitable basis and is to be used in a manner consistent with LAPS School Board Policies and Regulations.

A Request for Use form (Addendum 2) should be completed and submitted to the Rental Coordinator a minimum of thirty days prior to the requested event date.

A Request for Use (Addendum 2) must be submitted per site requested.

Along with the Request for Use form (Addendum 2), liability Insurance and proof of non-profit status (if applicable) and damage deposit (if applicable) must be submitted to the Rentals Coordinator.

For events where the renting organization or individual invite outside vendors or participants, renter shall ensure that same are endorsed onto the renter's policy or that the vendor/participant provides LAPS Rentals Coordinator with individual coverage.

Once dates, insurance and non-profit status (if applicable) have been verified and providing the requested date(s) are available, the Rentals Coordinator will approve and confirm with the requesting party with a signed contract.

Due to the multipurpose nature of LAPS facilities, the lessee understands that no exclusive use of the entire building/grounds is included in this agreement, and LAPS may hold other events in portions of the building/grounds. The lessee further understands that access to certain areas of the building, may be limited or restricted in order to accommodate other activities in the building.

LAPS programs have first priority for use of any and all facilities. On rare occasion contracted date(s) may have to be cancelled or rescheduled to accommodate LAPS usage. LAPS will not be held liable for any costs associated with an adjusted/cancelled rental. If two LAPS event requests are in conflict they will be handled on a first come first served basis, provided the equitable use clause has been met.

Renter must adhere to designated usage times and designated areas.

Organizations and individuals receiving permission to use the facilities are responsible for the conduct of both participants and spectators. Renters must confine their participants to the designated rental areas. Adequate provisions must be made to handle anticipated crowds.

Although every reasonable effort will be made to serve all individuals in the community, LAPS reserves the right to decline request for facility usage for any and all reasons including but not limited to; misuse of facilities, nonpayment, activities or material inappropriate to a school environment.

LAPS sponsored events are those events that are paid for through the use of LAPS funds or are sponsored by a schools department or recognized student organization.

Non-LAPS sponsored events are all other events.

All rental events are subject to cancellation for the following: snow day, flooding, fire or other emergency situations. In addition Rental events will not be scheduled over Winter Break and Spring Break.

Holiday Period Rentals

Holiday periods are defined as the non-work holiday for 12-month employees recognized on the school calendar, the actual holiday, and the adjoining weekend.

- A. There will be no rental of school facilities during a holiday period, which includes:
 - 1. Standing weekly rentals, with the exemptions listed below.
 - 2. One-time or short term rentals.
 - 3. Reciprocal use agreement events.
- B. No comfort heat, snow removal or monitoring services will be supplied.
- C. On days when school is canceled due to inclement weather or other emergency situations, all activities at schools are canceled.

Exemptions are as follows:

- Smith Auditorium events.
- Scheduled New Mexico Activities Association (NMAA) events.
- Church groups with standing weekly services.
- LAPS and UNM Graduation ceremonies.

Insurance

All Non-LAPS organizations shall provide a Certificate of Liability Insurance, with Los Alamos Public Schools named as additionally insured.

Details of coverage:
\$1,000,000 General Aggregate
\$1,000,000 Personal Injury
\$1,000,000 Each Occurrence Limit
\$50,000 Fire Damage

Deposit

A Security/Damage/Cleaning Deposit of \$200.00 may be required. Said deposit shall be due before rental approval.

Security

LAPS requires the use of Monitors. Monitors are individuals that have undergone a background check through LAPS and Los Alamos Police Department. These individuals will provide keyed access to the rented facility, and conduct visual surveillance during said event. They are on-site to protect LAPS facilities and properties from damage or misuse by the renting organization.

Renter is responsible for all permits and fees required by the State of New Mexico

and City of Los Alamos as it pertains to their individual event (i.e. food handling, food vending, noise ordinance any and all environmental, legal or other.)

Permission to use specific rooms at specific times does not carry with it any right of use of supplies, apparatus, tools, technology equipment, etc., not definitely covered in the Rental Contract.

All LAPS property (tables, chairs, etc.) must be requested and approved on the Rental Contract. Renters are not authorized to put up bleachers or folding lunchroom tables. Properties requested will be placed and/or provided by authorized LAPS personnel.

Regulation Revised 10/16 _____

Regulation Revisions 12/95, 7/96, 8/96, 9/97, 12/00, 7/07, 9/09, 7/10, 7/11, 7/12, 1/13, 8/13