

USE OF SCHOOL FACILITIES – RENTALS AND LEASES

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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 during non-instructional time to the community on an equitable basis and is to be used in a manner consistent with LAPS School Board Policies and Regulations.

LAPS reserves the right to refuse rental to any group or individual, for any and all reasons including but not limited to; misuse of facilities, nonpayment, activities or material inappropriate to a school environment.

A Request for Use should be completed online and submitted to the Rental Coordinator a minimum of ten days prior to the requested event date.

A separate Request for Use must be submitted per site requested.

Along with the Request for Use, liability Insurance and proof of non-profit status (if applicable) must be submitted to the Rentals Coordinator prior to facility use.

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.

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.

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.

Cancellation of event/practice must be made 24 hours prior to event or group will be charged.

LAPS sponsored events are those events that are paid for through the use of LAPS funds (e.g. school clubs, school sports, etc.)

Non-LAPS sponsored events are all other events including both for and non-profit.

Holiday Period and School Cancellations

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 periods are defined as the non-work holiday for 12-month employees recognized on the school calendar, the actual holiday, and the adjoining weekend. Rental events will not be held during this time.

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.
- Sullivan Field Vendors

Insurance

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

Coverage should include but is not limited to:

- \$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. Requirement of deposit shall be determined by Rentals Coordinator. 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. Monitors must be

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present for all non-LAPS events excluding those at Sullivan Field parking lot. If no monitor is available, the event will be cancelled or rescheduled. Rentals coordinator will make every effort to notify renter when cancellation is necessary.

Permits

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

Equipment

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, bleachers etc.) must be requested and approved on the Rental Contract. Renters are not authorized to put up folding lunchroom tables without prior approval from the Rentals Coordinator and with the assistance of LAPS staff. Properties requested will be placed and/or provided by authorized LAPS personnel.

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Fees

Pricing for facilities follows the chart below.

	Non-Profit		For-Profit
Building Monitor	\$5.00 per hour		\$15.30 per hour
Electrician	\$39.67 per hour		\$39.67 per hour
On-Call Tech.	\$19.91 per hour		\$19.91 per hour
LAMS Gym Floor Covering	\$259.24		\$259.24
LAHS Aux. Gym Floor Covering	\$493.48		\$493.48
LAHS Griffith Gym Floor Covering (Bleachers Out)	\$816.13		\$816.13
LAHS Griffith Gym Floor Covering (Bleachers In)	\$894.97		\$894.97
Field Lights (No Partial Hours)	\$20.00 per hour		\$20.00 per hour
*Supplies and Utilities are Billed per 12 Week Time Frame			
Supplies & Utilities (One Time Use)	\$50.00		\$50.00
Supplies & Utilities (2-7 Time Use)	\$100.00		\$100.00
Supplies & Utilities (8+ Time Use)	\$200.00		\$200.00
Facility Costs			
Classrooms, Teacher Lounge, Lobby w/Restroom access	NO FEE		\$11.66 per hour/per room
Speech Theater, Choir/Orchestra Room, Elementary Library, Music Room, Band Room	NO FEE		\$29.16 per hour/per room
Elementary and LAMS Gyms, LAMS Cafeteria, LAHS Commons, Auxiliary Gym, Griffith Gym, Pueblo Gym, Wrestling room	NO FEE		\$58.32 per hour/per room
LAMS Field	\$100 permit fee		\$100 permit fee & \$25.88 per hour
Sullivan Track and Field	\$100 permit fee		\$100 permit fee & \$36.888 per hour
Mesa Field, LAHS Practice Field, Pueblo Upper and Lower Fields, LAMS Soccer Field	\$50 permit fee		\$50 permit fee & \$22.50 per hour

Sullivan Parking Lot	\$15 per space/per day		\$15 per space/per day
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Regulation Revised 10/19

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, 10/16