

FACILITY USE AGREEMENT ESTIMATE

Required for all Paying Lessees

Updated 1/26/2017

PROOF OF INSURANCE

Entities leasing facilities must provide a copy of their proof of insurance for coverage in the amount of \$1,000,000, which covers the event being held.

STAGE SETUP AND TAKE DOWN

\$200 to set up and tear down stage. *** The Asotin-Anatone School District will waive Portable Stage Set Up and Take Down fee if a knowledgeable school district employee voluntarily supervises and monitors the set up and tearing down of the portable stage system. Cannot be an hourly employee.

I have the following volunteer for stage set up and take down: _____

BASIC CUSTODIAL FEE

_____ Time building needs to be opened by custodian.

Function Date: _____ Begins _____ and will end _____ = _____ Total Hours

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_____ Hours x \$ _____ (Hourly Custodial Rate) = \$ _____ (you will be charged actual hours for custodial duties)

Custodial services will be determined by hours worked by the employee to include hourly rate plus overtime and benefits. Normal hourly rates are \$16.57 + benefits, per hour depending on the employee's job classification. Approximately **2.5 hours of additional custodial time** beyond hours of the function will be charged to make the facility ready for students. This will include restoring furniture to its rightful place, cleaning the floors and scrubbing down the restrooms.

FACILITY/ROOM RENTAL FEE

Areas Needed:

_____ Elem gym _____ Detrick gym _____ Wilcox gym _____ Football field
_____ Baseball field _____ Softball field _____ MS baseball field _____ Softball practice field

Gym: _____ gyms for _____ Hours X \$8.00 = _____

Classroom: _____ rooms for _____ Hours X \$3.00 = _____

Commons: _____ area for _____ Hours X \$3.00 = _____

Kitchen: _____ area for _____ Hours X \$7.50 = _____

Fields: _____ area for _____ Hours x (\$60.00 per hour plus \$35.94 per hour w/lights) = _____

If you are using both fields and indoor facilities, you will be charged the entire time. Above is only an estimate. You will be charged for actual usage.

Consumables-You will be charged for actual used

Paper Towels per roll \$7.77

Soap per cartridge \$6.09

Toilet Paper per roll \$2.71

Cleaning Supplies Flat Rate \$10.00

Trash Bags Flat Rate \$10.00

TOTAL ESTIMATED FACILITIES USE FEE EXCLUDING CONSUMABLES

\$ _____

****You will be charged for actual time and for actual facilities used. The estimate is for planning purposes only.
****Facility must be cleaned, paper supplies replaced and equipment or furniture returned to original placement or individual/group will be charged for the custodial time to perform these tasks in addition to the above. By waiving the custodial fee, you are agreeing that you will perform the items on the attached checklist. Please complete the checklist, sign and return to the high school office. The custodial supervisor will verify all items have been completed.

Only Complete if No Custodian on Duty
FACILITY USE CLEAN-UP CHECKLIST

New Gym (2.0)

- Sweep floors and bleachers 1.0
- Mop spills .25
- Push in bleachers .5
- Place garbage in dumpster .25

Old Gym (1.0)

- Sweep floors and bleachers .25
- Mop Spills .25
- Push in bleachers .25
- Place garbage in dumpster

Elementary Gym (1.25)

- Sweep floors .25
- Mop spills .25
- Wash tables .25
- Put tables away .25
- Place garbage in dumpster .25

Locker Rooms B Boys & Girls (1.75)

- Sweep floors .25
- and sinks .5
- Clean & sanitize toilets, urinals
sinks and shower .5
- Place garbage in dumpster
- Refill toilet paper and hand towel
dispensers .25

floors .25

Commons (.75)

- Sweep floors .25
- Mop spills .25
- Garbage in dumpster

Kitchen (1.75)

- Wash & put away dishes &
utensils .5
- Clean all counter tops .25
- Sweep floor .25
- Mop floor .5
- Garbage in dumpster .25
- Ovens turned off
- Washrags place in wash mach

Hallways (1.0)

- Vacuum rugs .25
- Sweep Floors .5
- Mop Spills .25
- Garbage in dumpster .25

Restrooms B Boys & Girls (1.75)

- Sweep floors .25
- Mop floors .5
- Mop floors .5
- Garbage in dumpster
- Refill toilet paper and hand
towel dispensers .25

Classrooms (.5)

- Vacuum
- Garbage in dumpster .25
- All Furniture/Equipment restored
to rightful place

Individual/Organization

Custodial Supervisor

FACILITIES CLEAN UP FEE

The Asotin-Anatone School District will waive Facilities Clean-Up Fee if above mentioned areas are cleaned after the event by organization renting facility. Must be prior approved and a staff member must be present.

Your organization will be charged custodial time to restore furniture and cleanup if it is not completed according to agreement.