Albertville City Schools

Procedures and Applications for Use of Facilities

ALBERTVILLE CITY SCHOOLS
107 West Main Street
Albertville, Alabama 35950
The Albertville City School District and Board of Education is pleased to offer the use of our
many school facilities for the benefit of our community. All applicants must be either directly
affiliated with the Albertville City School District or classified as a non-profit organization.
For your convenience we have included the following documentation:

- Application and Contract for Use of School Facilities
- Use of School Facilities Waiver
- Release of All Claims for Use of School Facilities
- Rental Fee Schedule for Use of School Facilities
- General Procedures for Use of School Facilities
- Albertville Fine Arts Center Procedures
- Injury Report

If you have any other questions in regards to scheduling your event, please contact
ACS Campus Safety & Events Facilitator, Ryan Banes at (256) 894-5030 or
e-mail josephbanes@albertk12.org

Board Approved Procedure

November 2017
## ALBERTVILLE CITY BOARD OF EDUCATION
Application and Contract for Use of School Facilities

Non-Profit ☐ School Organization ☐

### DIRECTIONS:
Please complete this application in its entirety. An officer of the organization requesting the use of facilities must sign the application. This form must be approved by the Building Principal or designee and forwarded to the Superintendent’s office of the Albertville City School District at least 30 days prior to the event. When Food Service facilities are desired, two weeks lead-time is necessary. Type or PRINT all of the information requested below, excluding the signature.

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<tbody>
<tr>
<td>1. Date of Application</td>
<td>2. Date(s) Facility is needed</td>
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<td>3. Facilities Requested</td>
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<td>4. Specific Area Requested (Cafeteria, Auditorium, Fine Arts, etc)</td>
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<td>5. Nature of Activity of Event</td>
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<td>6. Dates Requested: From:</td>
<td>To:</td>
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<td>7. Admission Charge Required for Attendees</td>
<td>Yes ☐ No ☐ If yes, how much</td>
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<td>8. Purpose of Proceeds</td>
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<td>9. Number of Persons Expected</td>
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### CONDITIONS OF APPLICATION:
In making this application, it is understood and agreed that the provision of the rules and regulations governing the use and rental of school facilities as adopted by the Albertville City Board of Education be adhered to in every instance. A complete copy of these rules and regulations will be provided upon completion of the application. Furthermore, it is agreed that any fee to be paid in connection with the use of school facilities, together with evidence of insurance, shall be due and payable 30 business days in advance of the scheduled use of the required facility to Ryan Banes, Events Facilitator.

### NUMBER OF SPECIAL PERSONNEL NEEDED:
(To be secured and paid for by the Applicant)

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<tr>
<th>Police</th>
<th>Firemen</th>
<th>Others</th>
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### RELEASE FORM SIGNED AND ATTACHED:
Yes ☐ No ☐

### CERTIFICATE OF LIABILITY AND DAMAGE INSURANCE ATTACHED ($1,000,000 Minimum):
☐ Yes ☐ No

### APPLICANT:

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Print Name of Authorized Representative</th>
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<tr>
<td>Address of Organization</td>
<td>Signature of Representative</td>
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<tr>
<td>City / State / Zip Code</td>
<td>Address of Authorized Representative</td>
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### Received copy of Policy:
Yes ☐ No ☐

### FOR SCHOOL USE ONLY

<table>
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<tr>
<th>APPLICATION: Approved</th>
<th>Not Approved</th>
<th>Certificate of Liability of Insurance Provided: Yes ☐ No ☐</th>
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<tbody>
<tr>
<td>Fee for use of facility: $</td>
<td></td>
<td>Release Form Received: Yes ☐ No ☐</td>
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<td>Policy provided for applicant: Yes ☐ No ☐</td>
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<tr>
<th>Signature of Campus Safety &amp; Events Facilitator,</th>
<th>Date Approved</th>
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WAIVER FOR USE OF SCHOOL FACILITIES

For Individuals/Organizations/Entities Directly Allied with Albertville City Schools

As the representative for ________________________________, I (we) assume all responsibility for any type of damages that should occur during the use of Albertville City School facilities. I (we) also assume responsibility for any costs for required staff based on the rates from the Rental Fee Schedule for Use of School Facilities. These fees will be remitted to the Albertville Board of Education no later than two weeks after the scheduled event. I (we) also agree to follow and enforce the Albertville City Schools General Procedures for Use of School Facilities and/or Albertville Fine Arts Center Procedures during our event time(s).

Violations of directives issued regarding appropriate use of the facilities will result in being banned from future rentals.

I have received a copy of the procedures.

____________________________________  _______________________
Representative                             Date

____________________________________  _______________________
Principal                             Date
**RELEASE OF ALL CLAIMS**  
**FOR USE OF SCHOOL FACILITIES**

Release made by the undersigned, members of ________________________________  
Name of Organization

City of ________________________________, County of ____________________

State of ________________________, to the Albertville City Board of Education, 107 West Main Street,  
Albertville, Alabama 35950.

In consideration of permission granted to us, the undersigned, by the Albertville City Board of Education, to use the  
______________________________________________________________________________________________  
Facility

on ________, 20 ____, for the purpose of ____________________________________

We, the undersigned, in consideration for use of the Albertville School facility listed above, do hereby agree to  
indemnify and hold harmless the District, its board members, agents, employees and volunteers from and against  
any and all liabilities, damages, actions, costs, losses, claims and expenses (including attorney fees), on account of  
personal injury, death or damage to or loss of property or profits arising out of or resulting in whole or in part from  
any act, omission, negligence, fault or violation of law or ordinance by “Organization” or “Organization’s”  
employees, agents, volunteers, subcontractors, speakers, exhibitors, event participants or invitees or any other  
person entering upon the premises with the implied or express permission of “Organization”. Such indemnification  
by “Organization” shall apply unless such damage or injury results from the sole negligence or willful misconduct  
of the District.

In witness whereof, we, the undersigned, have executed this release at the place and on the day and year appearing  
after each of our signatures.

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<th>Signature</th>
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Usage of school facilities will be on a first come first serve basis.

No rental fee shall be required for the use of school facilities by groups or organizations directly allied with the Albertville City School System. Determination of such groups or organizations will be made at the discretion of the superintendent or school principal. A completed and signed Waiver for Use of School Facilities and Release Form will be required for documentation purposes only.

All other users are required to submit a completed and signed Application and Contract for Use of School Facilities with a $200 nonrefundable deposit at least 30 days prior to the use of facilities.

Facilities may only be rented for the purpose they were designed.

Non Profit groups are limited to (1) one rental request per semester. Request for summer usage must be made during the Second Semester. In the event of extenuating/catastrophic circumstances within the community, ACS BOE will consider action for waiver from the schedule contained within the rental policy. This will require Board approval.

Rental Fees for use of school facilities are as follows:

- **Cafeteria** - $400/day
- **Cafeteria and Kitchen** - $400/day plus $50/hr for Required Kitchen Supervisor
  - Big Spring Lake Kindergarten
  - Albertville Primary/Elementary Schools
  - Evans Elementary
  - Albertville Middle
  - Albertville High School
- **School Gymnasiuems** - $400/day (exception, AHS)
  - Big Spring Lake Kindergarten
  - Albertville Primary/Elementary Schools
  - Evans Elementary
  - Albertville Middle School
  - Albertville High School ($1000 per day)
- **Fine Arts Auditorium** -
  - $500/day for rehearsal days
  - $1,050/day for performance
  - $250 fee for use of grand piano

South Hall may only be rented in conjunction with the Fine Arts Auditorium - $750 per day

- **McCord Stadium** - $3000/day
- **Soccer Fields or AHS/AMS Track** - $400/day
- **Baseball and Softball Fields** - $1000/day
- **Cancellation Fee** - $200.00

Please make checks payable to: Albertville Board of Education

In addition, any above rental will be subject to an administrative supervision fee of $50 per hour and custodial fees of $30 per hour per custodian. If the event is scheduled at a time that an appropriate administrator is not available, the event request will be denied.

*Fees may be waived for non-profit users at the discretion of the authorized administrator.*
Albertville City School activities and functions will take first priority in scheduling facilities. In the event it becomes necessary to cancel a scheduled event, the Event Facilitator will notify the Lessee at least sixty (60) days prior to the scheduled date.

**Prohibited Activities**

1. Partisan political meetings or rallies
2. Any non-school use in conflict with school activities
3. Any non-school activity which may be reasonably understood to be physically injurious to school property
4. Fund raising projects or fund raising campaigns, except such projects or campaigns for direct service or benefit to the school or pupils or community thereof; or except for such other fund raising campaigns which are specifically approved by the Albertville Board of Education
5. For profit activities

**Private gain**

1. Non-school assemblies for religious worship, religious exercises or religious instruction except when approved for use by the Albertville City Board of Education
2. Promoting any theory or doctrine contradicting the constitution or laws of the United States of America or any subdivision thereof, or advocating government changes by violence
3. Non-school activities which may be reasonably understood to cause or entice public disturbances on or near school grounds
4. Non-school assemblies for promotion of unjust discrimination, for example, on account of race or religion

**LAWS-RULES-REGULATIONS**

1. All groups requesting use of any school facility must identify an adult as the contact person for the group who will be responsible to the Albertville City Board of Education for the use of the facility. All children must be under the supervision of a responsible adult at all times.
2. *THE USE OF ALL TOBACCO, ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES ARE STRICTLY PROHIBITED IN OR ON ALBERTVILLE CITY SCHOOL DISTRICT PROPERTY.*
3. Organization/User shall not to bring into the Auditorium, or its premises, any material, substance, equipment or object which is likely to cause damage to the facility, endanger the life of or to cause bodily injury to, any person in the facility or which is likely to constitute a hazard.
4. Any decision affecting any matter not herein expressly provided for shall rest solely within the discretion of the Albertville City School District.
General Information

1. School programs have the first priority and are scheduled on that basis. The School District reserves the right to schedule school events prior to the public scheduling of facilities.

2. Events shall only be scheduled after the normal school day, weekends, days when school is not in session, holidays and during the summer months or when no school function has been scheduled.

3. Groups or organizations given the privilege of using school facilities shall not transfer or sublet such rights to other groups.

4. School system employees shall be responsible for unlocking, locking, operating heating/ventilating equipment and lunchroom equipment. The costs for such services are included in the fee charges.

5. Overtime custodial and administrative charges will be assessed for facility use during evening or non-school hours and on Saturday, Sunday, or a holiday per rates listed on the Rental Fee Schedule.

6. In case of a natural disaster or national emergency such organizations as Civil Defense and the American Red Cross will have use of any school facility that may be needed for the safety and benefit of the public.

9. In case of medical or other emergency situations occurring during the use of a school facility, the Event Representative must notify the school’s principal or assistant principal within 24 hours. Written reports of the incident or any other necessary information must be provided at the request of the Superintendent.

Fire and Weather Safety Procedures

Declaring an emergency and implementation of all safety procedures is the exclusive responsibility of the fine arts center Campus Safety & Events Facilitator. Performance or rehearsal may be interrupted to deliver emergency information and implement the following evacuation procedures:

1. During a fire evacuation, all patrons and users are required to leave the building and report to a designated area outside. Reporting to this designated area is vital to ensure that everyone is out of the building safely.

2. In the event of violent weather, or other emergency, the Albertville City Schools’ Safety Plan and Procedures will be followed and updates on the situation will be given, as needed, by the Events Facilitator or his/her designee.
**Guidelines for Use of Kitchen and Cafeteria**

To ensure the cafeteria is maintained in a clean and sanitary condition according to health department regulations, the following guidelines must be followed:

1. If kitchen services are required (i.e. cooler, freezer, ovens, ware washing, mopping) the school CNP manager and/or designated CNP personnel must be on duty the entire time to ensure that clean-up is completed according to sanitation codes and to secure the inventory and building.

2. All garbage is to be collected and bags securely tied. Garbage is to be placed in the outside dumpster.

3. The cafeteria tables are to be wiped with sanitizing solution. Tables and chairs are to be left in an orderly manner.

4. Floors are to be swept clean and mopped with sanitizing solution.

5. All equipment is to be left clean, sanitized, and turned off.

6. The morning after the event the cafeteria and kitchen will be inspected by the CNP manager for cleanliness and orderliness. Any damages or uncleanness may result in loss of deposit.

7. A CNP or school custodial employee must be on duty to turn off lights, set alarms and lock up building.

8. Tables, chairs, and small wares may only be removed from the cafeteria or kitchen with the written permission from the CNP director or school manager.

9. Manager will follow up to ensure any items removed from the cafeteria are accounted for and are returned to the kitchen in good condition.
Albertville
Fine Arts Center

Procedures

ALBERTVILLE CITY SCHOOLS
Albertville Fine Arts Center
402 East McCord Avenue
Albertville, Alabama 35950
256-894-5030
Albertville Fine Arts Center

Telephone/Contact Information

Ryan Banes
Events Facilitator, 256-894-5030
josephbanes@albertk12.org

Most questions regarding the Albertville Fine Arts Center scheduling, facilities or Albertville Fine Arts Department events information may be obtained by checking the web site at http://www.albertk12.org

Or

To speak with someone about scheduling an event at any other school, please contact that school's administrator
1. **During school hours it is the responsibility of the teacher to ensure that his/her students are supervised in all areas of the Albertville Fine Arts Center.**

2. All groups requesting use of the Albertville Fine Arts Center must identify an adult at least 21 years of age as the contact person for the group who will be responsible to the Albertville City Board of Education for the use of the facility.

3. It is the responsibility of the Organization/User to make sure that all children either participating in or attending an event are supervised at all times.

4. **THE USE OF ALL TOBACCO, ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES ARE STRICTLY PROHIBITED IN OR ON ALBERTVILLE CITY SCHOOL DISTRICT PROPERTY.**

5. Absolutely no food or drinks are allowed in the facility.

6. Organization/User shall not to bring into the Auditorium, or its premises, any material, substance, equipment or object which is likely to cause damage to the facility, endanger the life of or to cause bodily injury to, any person in the facility or which is likely to constitute a hazard.

7. Any decision affecting any matter not herein expressly provided for shall rest solely within the discretion of the Albertville City School District.

### Technical and Stage Safety

1. No tape or thumbtacks are to be used on the walls anywhere within the AFAC.

2. Absolutely nothing is to be hung or pinned to the draperies on stage area.

3. The Campus Safety & Events Facilitator will supervise all technical operations for the AFAC.

4. All technical staff are under the supervision of the Campus Safety & Events Facilitator for any performances in the AFAC.

5. No unauthorized or unaccompanied persons are allowed onstage or in storage areas.

6. No AFAC equipment will be taken out of the building without written permission. In addition to stage equipment, other such equipment includes: music stands, chairs, stand lights, audio equipment, lighting equipment, cables, platforms and risers.

7. Any group using the AFAC is responsible for returning the area to “house condition” (i.e. the condition it was in originally) following its use, unless previous arrangements have been made. This includes dressing rooms, instrumental and choral rooms, restrooms, the stage itself and the foyer areas.

8. No one will be allowed to operate or use stage equipment without the knowledge or permission of the AFAC Staff.

9. No students will use theatre equipment without the permission and supervision of the AFAC Staff, except by special permission and under supervision.
10. All technicians are responsible for learning the emergency procedures and being able to implement them if the need should arise. All users will follow safety instructions given by the AFAC staff.

11. All scene construction must be approved by the AFAC staff.

12. The use of power saws, handsaws or any other tool which would produce sawdust is allowed only with the permission of the AFAC staff.

13. In compliance with Child Labor Laws, no one under the age of 18, while on AFAC premises, shall operate any hazardous tools (circular, skill or jigsaws, power sanders, routers, etc., or personal power tools).

14. Proper eye protection and clothing are to be worn at any time assembly of scenery or use of tools is taking place. Long pants, enclosed shoes (no open toes) and shirts qualify as proper clothing. Jewelry should be kept to a minimum. Jewelry and hair should be worn in a manner that would avoid potential safety hazards.

15. Spray painting is not permitted inside. Painting with water-based paint is permitted, with brushes only; no air guns or other painting techniques which produce over spray or splattering of paint are to be used in the performance space.

16. All materials used for the production MUST meet all standard fire code guidelines.

17. Only Gaffer’s tape should be used to secure wires, etc. NO DUCT TAPE OR MASKING TAPE ALLOWED.

18. Under no circumstances will glitter be allowed in the Auditorium.

19. Body makeup is not permitted in the seating area of the Auditorium except as required for performances.

20. All equipment used during the activity by the public must be returned to the original location immediately following each activity and checked off by the Campus Safety & Events Facilitator or designee. All facilities must be left as they were found. The Board of Education and AFAC staff are not responsible for property left overnight.

21. To avoid a conflict with school activities, the Organization/User must have pre-approval from Albertville High School’s principal to set up decorations or stage scenery in advance.

22. Organization/User is responsible for removal of all decorations and return of stage scenery to its proper place. The applicant will be billed for labor/maintenance necessary to return any rooms used to their original condition. This will include, but not be limited to, cleanup, repairs, etc.

23. Organization/User has the legal responsibility of informing their audiences whether or not recording of any kind is prohibited (in most instances involving copyrighted material).

24. Maximum occupancy designations for the AFAC will be strictly enforced. For safety, all patrons must occupy chairs. Patrons are not permitted to sit on the steps or floor in the auditorium to view a production or concert. There is no standing room in the AFAC. Children over the age of two must have seats. They are not allowed to sit on parents’ laps instead of occupying a seat.

25. For aesthetic reasons, as well as fire codes, users of the AFAC are asked not to leave debris, set pieces or other equipment outside the building and doors.
26. If at any time during pre-production or production of an event, the Campus Safety & Events Facilitator determines that safety is being jeopardized or safety rules are not being followed, operations may be suspended until such time as the violations are rectified.

27. A pre-show announcement is required to point out fire exits.

28. Organizations/Users shall be responsible for any costs to repair or replace property of the Auditorium that is damaged, stolen, or lost during the dates of the event.

29. The Organizations/Users shall not erect or operate on the premises without prior written consent, any machinery or equipment operated by explosive or highly flammable substances.

30. Persons are not permitted to climb over the seats, use the seats or chair arms as aids in climbing or place shoes/feet on the backs of seats/in seats themselves.

**Building Capacity**

The number of tickets issued for an event may not exceed the maximum seating capacity of 1,048.

**Auditorium – Audio**

1. Use of auditorium sound equipment is allowed only under the supervision of the Campus Safety & Events Facilitator or designee. Equipment operators may be required to show competent knowledge in the use of the equipment at the discretion of the Campus Safety & Events Facilitator

2. No movement of equipment or change to wiring should be made without the knowledge and consent of the Campus Safety & Events Facilitator or designee.

3. Do not make any adjustments to anything in the amp rack or the effects rack without the knowledge and consent of the Campus Safety & Events Facilitator or designee.

4. Patching and/or addition of any outside equipment into the sound system must be reviewed with the Campus Safety & Events Facilitator or designee prior to implementation.

5. Auditorium shall be returned to its original condition while schools are in session, unless prior approval is given by the Campus Safety & Events Facilitator during a multiple day event.

6. Clean hands are needed to operate the equipment in the auditorium control room.
**Auditorium – Lighting**

1. Use of auditorium lighting equipment is allowed only under the supervision of the Campus Safety & Events Facilitator or designee.

2. Requests for special lighting must be made, at a minimum, one week prior to the event. Two weeks' prior is recommended. The earlier the request is made the better the chances are of having the request fulfilled.

3. After the event all equipment (gel frames, wires, etc.) should be returned to their place of secure storage and all lighting instruments are to be returned to the default setting before the next school day, unless other prior arrangements are made.

4. Clean hands are needed to operate the equipment in the auditorium control room.

**Fire and Weather Safety Procedures**

Declaring an emergency and implementation of all safety procedures is the exclusive responsibility of the fine arts center Campus Safety & Events Facilitator. Performance or rehearsal may be interrupted to deliver emergency information and implement the following evacuation procedures:

1. During a fire evacuation, all patrons and users are required to leave the building and report to a designated area outside. Reporting to this designated area is vital to insure that everyone is out of the building safely.

2. In the event of violent weather, or other emergency, the Albertville City Schools’ Safety Plan and Procedures will be followed and updates on the situation will be given, as needed, by the Campus Safety & Events Facilitator or his/her designee.
Parking and Traffic

1. It is understood and agreed that the Organization/User, its agents, employees, guests and patrons, will be subject to all City of Albertville traffic and parking regulations. Therefore, all parking arrangements, if needed, must be arranged at least one week prior to the event by calling Ryan Banes at 256-894-5030.

2. The Loading Dock area is for unloading and loading only. With prior written approval of AFAC staff, there are occasions when performers’ semi-tractor trailers and buses maybe parked in this area, but this is not a parking area for private cars.

3. Towing is enforced when vehicles are parked in a Handicap and/or Service Zone without displaying the proper decals. Improper parking or blocking of the loading dock risks removal of vehicles at owner’s expense.

4. Bicycles, skateboards, in-line skates, scooters, bicycles and any motorized vehicle not needed for persons with disabilities are not allowed inside the Auditorium. The Albertville Police Department will remove the aforementioned items, when found in the building, from the premises, and retrieval of these items will be the responsibility of the owner.

Live Animals

1. Organizations/Users shall not permit any live mammal, amphibian, reptile, fish or bird, other than animals officially assisting persons with disabilities, to enter or remain in the auditorium unless approved in writing by the AFAC staff.

2. All animals approved and admitted must at all times remain on a leash, within a pen, or under similar control.

3. Organization/User assumes all responsibility for damage or injury caused by such animals.

4. Animals used in performance may be brought into the Auditorium only during actual rehearsal or performance.

Security

1. Final determination for security needs, personnel, and equipment will be made between the AFAC and the Albertville Police Department.

2. Except for the Auditorium, where the houselights are dimmed for the performance, all three public areas of the building are to remain fully illuminated when members of the public are present in the building.

3. Equipment belonging to the Organization/User that remains after an event has ended may be considered abandoned and may be disposed of by the AFAC staff as deemed necessary and at the cost of Organization/User, after reasonable notice is given.

4. No activities in violation of federal, state or local laws, ordinances, or rules or regulations of Albertville High School or Albertville Board of Education shall be permitted in the Auditorium or its premises. It is the responsibility of the Organization/User to enforce this requirement.
Albertville Fine Arts Center

Technical Specifications

HOUSE

Number of Seats: Total: 1,048 (maximum occupancy)

FRONT OF HOUSE

RESTROOMS: Located at the north end of the foyer, completely accessible.

FOYER: The foyer is equipped to accommodate displays.

STAGE

TYPE: Padded Plywood

Back of Stage to curtain: 30ft.
Back of Stage to Front of Stage: 38ft.
Side to side: 70ft.

STAGE MANAGER: In wall console located stage right.

LOADING DOOR: A roll-up door allows access to the stage area from the rear of the stage. All areas are easily accessible from an outdoor loading dock.

STAGE FLOOR: The stage floor is decked with finished plywood.

ELECTRICS: The house lights operate on a ECT/Strand lighting system

LIGHTING INVENTORY: Available by request

SOUND: Available by request

INTERCOM: Clear-Com with positions in convenient locations throughout the Hall. Single muff headsets are available.
AFAC SOUTH HALL CATERING/USE AGREEMENT

Albertville City Schools owns and operates the facilities located at 402 East McCord Avenue, known as the Albertville Fine Arts Center South Hall. Albertville City Schools provides use of the South Hall to Albertville City Schools employees, their guests, City of Albertville, their guests, to host business and social affairs.

The Renter acknowledges that the South Hall is a private entity, which has a legitimate interest in controlling who rents the facility and the type of events permitted at its facilities. The Renter further acknowledges that renting the South Hall constitutes valuable consideration.

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, AFAC South Hall and the Renter agree as follows:

1. That the Caterer/Renter will have access to cook in the AFAC South Hall’s kitchen. Specifically, the Caterer/Renter will have access to use the refrigerator, freezer, dishwasher, or other equipment found in the kitchen. The Caterer/Renter may use the South Hall’s ovens (microwave or convection). The Caterer/Renter also may use the sinks and counter tops;

2. That the Caterer/Renter will have access to the following equipment in the AFAC South Hall:
   - 15 White 132” Round Tablecloths
   - 15 Black 132” Round Tablecloths
   - 160 White Linen Napkins
   - 160 Red Linen Napkins
   - 160 Black Linen Napkins
   - 4 Stainless Steel Mixing Bowls
   - 1 Knife Kit
   - 3 White Cutting Boards
   - 6 Quarter Sheet Pans
   - 2 Whisks
   - 1 Spatula Set
   - 4 2” Chaffing Pans
   - 2 4” Chaffing Pans
   - 1 Hot/Cold Holding Buffet Line/Steam Table-MUST BE FILLED WITH WATER BEFORE TURNED ON TO AVOID BURNING UP THE ELEMENTS AND DRAINED AFTER EACH USE.
   - 14 72” Round Tables
   - 100 Red Chairs

Any other equipment needed must be rented or brought in from an outside source at the responsibility of the Renter/Caterer. Albertville High School Culinary Department equipment is not available for use.

3. All equipment used must be returned in clean/undamaged condition. If linens have stains they must be laundered and returned to the AFAC South Hall within 2 business days.

4. That the Caterer/Renter is responsible for communicating time requirements to the AFAC Director so that the Coordinator may plan for the building to be open for the necessary set-up and cleanup time required by the Caterer/Renter. Additionally, the Caterer and Renter agree to clean up the AFAC South Hall by the end of the contracted rental period.
5. No alcoholic beverages will be permitted to be served.

6. That the Renter and the Caterer will ensure that all food and beverages are kept inside the rooms rented and not permitted in any additional locations.

7. That NO SMOKING is allowed anywhere in the building or on the school premises, including the restrooms.

8. That the Renter and the Caterer are responsible for coordinating the pickup and delivery of all rental items including, but not limited to, dishes, catering equipment, additional linens, etc. All rented items must be removed from the premises at the close of the rental event. South Hall does not have storage space for any items to be left for extended periods of time and will not be held responsible for any rented items that are lost, stolen, or damaged.

9. That AFAC South Hall agrees to set up tables and chairs for a rental function if the Renter selects a diagram from the approved list of options and submits it to the AFAC Director at least two (2) weeks prior to the event. AFAC South Hall will not be responsible for changes made after that time. The audio equipment in the far left corner is considered a permanent fixture and will not be moved.

10. That if the Renter or the Caterer choose to rearrange the tables and chairs provided by AFAC South Hall, the furniture will not be dragged or pulled across the floor. When moving tables and chairs, the Renter and the Caterer will pick up the items so that floor surfaces do not become scratched or otherwise damaged.

11. That the Renter and the Caterer will ensure that decorations or other items are not taped, nailed, tacked, or otherwise attached to any part of the building including, but not limited to, the walls, columns and ceiling of the Center.

12. That the Renter and the Caterer are responsible for placing all trash items, food and debris in the trash cans provided, cleaning all spills, and leaving the facility, surrounding area neat and presentable. All spaces will be left clean and in a usable condition. Specifically, the Renter and the Caterer agree to the following:

   - **Kitchen and Receiving Area.** The Caterer is responsible for cleaning all surfaces in the kitchen and receiving area including, but not limited to, the sink, countertops, stainless surfaces, tabletops, stovetop (if used) and cabinets. The Caterer will ensure that all surface areas are free of food particles, grease, all spills are cleaned up and the kitchen floor is swept and mopped. The Caterer will use only clear water, the appropriate amount of floor cleaner (provided by AFAC South Hall) and a clean mop. Dust and wet mops are stored in the janitorial area in between the bathrooms and will be replaced when finished.

   - **Main Dining Room.** The Renter and the Caterer are responsible for cleaning all surfaces in the rented room. All surfaces will be left free of any food or spills.

   - **Trash.** At the end of the event, the Renter or the Caterer will collect all trash items from the AFAC South Hall including, but not limited to, trash located in the kitchen and dining room, building perimeter and place them in the appropriate receptacle and transport them to the outside dumpster.
- **Cleaning Supplies and Equipment.** AFAC South Hall will provide brooms, mops, dust mops, buckets, floor cleaner and trash bags. The Caterer/Renter also is responsible for reporting any defective equipment to the AFAC South Hall representative who closes the building. If the Caterer, however, damages any equipment or other fixture in the facility, the Renter will be responsible for such damages.

13. That the Caterer will check that the pilot lights on the stove are “on” before departure and report any issues immediately.

14. That the AFAC South Hall will not be liable to the Caterer/Renter for damages to the Caterer’s/Renter’s equipment or injuries to the Caterer’s/Renter’s employees that occur at the Center.

15. That the construction and validity of the Agreement will be interpreted under the, statutes, laws and decided cases of the State of Alabama, and if any court of competent jurisdiction determines that any part of the Agreement is invalid, illegal, or unenforceable, that finding shall not have any effect whatsoever on the remaining portions of the Agreement. All descriptive terms in the Agreement are for convenience only and do not define, limit extend, or fully describe the scope of the Agreement.

16. Any party may cancel the Agreement at any time, with or without cause.
ALBERTVILLE CITY
SCHOOLS INJURY REPORT

Name of Injured ____________________________________________________________

Contact Numbers __________________________________________________________

Where Injury occurred ______________________________________________________

Date of Injury: ____________________________

Time of Injury: ____________________________

Date School System notified: ____________________________

Name and address of medical facility where treated ____________________________

______________________________________________________________________

☐ Hospitalized ☐ Outpatient ☐ Emergency Treatment

Describe in detail what happened to cause the injury ____________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

Were there any witnesses to the injury? ☐ Yes ☐ No If Yes, give name and contact number

NAME CONTACT NUMBER

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

Signature of Injured ________________________________________________________

Signature of School Administrator or his/her designee ___________________________