



Los Alamos Public Schools

"We prepare capable and confident, life-long learners."

Rental Agreement

_____	_____	_____
Facilities	Date(s)	Time(s)
_____	_____	_____
Organization		Representative
_____	_____	_____
Email		Phone
_____	_____	_____
Event		Fees

I. Initial Agreement

Subject to acceptance of this agreement by Los Alamos Public Schools, herein called LAPS, renter hereby agrees to the following terms and conditions of their rental:

1. I hereby certify that the renting organization will be responsible for any damages sustained to the school building, furniture, equipment or grounds occurring through the occupancy or use of said building and/or ground.
2. I agree to adhere to following safety rules and the State Liability & Risk Related rules.
3. I hereby certify that I have read and understood the Use of School Facilities – Rentals & Leases (Reg. 1330R/3270R) and that the renting organization which I represent will abide by the, and will conform to all applicable provisions, rules and regulations of LAPS and its authorized agents.
4. In executing this agreement, I certify that I have been duly authorized by the herein set forth organization requesting use to act on its behalf to arrange for said use of said facilities.

Hold harmless and indemnification agreement: The undersigned agrees to defend, indemnify and hold harmless the Los Alamos Public School Board of Education and school district, its agents and employees, individually and collectively, from and against all costs, losses, claims, actions, and judgments arising from personal injuries, property damage or otherwise, however caused, that may arise from or be alleged to be caused by the undersigned's vendors, participants, or their guests' use or occupancy of district facilities, furniture, or equipment.

The renter organization shall procure and maintain for the duration of the contract general liability insurance against claims for injuries or damages to property which may arise from or in connection with the use of district facilities by the renter organization, its agents, representatives, employees, subcontractors, vendors, participants, or guests of the undersigned. Such insurance shall not be "claims made" coverage. The minimum limits of insurance shall be the limits stated in the New Mexico tort claims act or \$1,000,000.00 whichever is greater. The renter organization shall furnish the district with proof of insurance including endorsement naming district as an additional insured under the subject insurance. Such coverage shall not be cancelled, allowed to expire or be materially reduced except on 30 days' prior written notice to the district. Renter shall ensure that outside vendors or participants, etc., are endorsed onto the undersigned's policy or the renter organization which they represent or that outside vendors or participants, etc., procure coverage elsewhere.

II. Rules, Policies and Guidelines

_____ A. No weapons (Guns, Knives, Etc.) on the premises per School Board Policy 5154. Exceptions to this policy require approval by LAPS Superintendent.

_____ B. The use of alcohol, illegal drugs and tobacco are prohibited on all school property at all times.



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- _____ C. No disorderly conduct per School Board Policy 4002. Renter must remove violators from the premises.
- _____ D. Children of any age not participating in the planned activity must be supervised and within sight and under voice control of their parent(s) or a responsible party.
- _____ E. Renter must adhere to designated usage times and designated space.
- _____ F. Hanging on gym baskets is prohibited. Court appropriate athletic shoes are required for all unprotected gym floors.
- _____ G. Pursuant to School Board Policy/Regulation 1240/1240R, all registered sex offenders must be escorted at all times when on school property.
- _____ H. For events that involve animals, including dogs, all must be leashed, penned, caged or otherwise properly contained, constrained or under supervision and control at all times. Other animals or pets are prohibited unless service animals (paperwork must be present).
- _____ I. Open fires including candles, torches, and bonfires shall not be allowed except pursuant to prior approval and permit by the appropriate authorities.
- _____ J. Building exits shall never be blocked for any reason.
- _____ K. Parking shall be in designated areas only.
- _____ L. No hazardous materials, including pyrotechnic devices, fireworks, explosives flammable materials or liquids, poisonous materials or plants, strong acids or caustics shall be brought onto the premises or used in any way while occupying the premises except with the approval prior to use by the fire marshal or other authority having jurisdiction.
- _____ M. No amusement rides or attractions, including but not limited to, trampolines of any type, enclosed or air supported structures of any type, climbing walls, climbing ropes, bow and arrow shooting activity or equipment or devices related thereto shall be brought onto the premises or used in any way while occupying the premises except with the express permission of school authorities and on proof of insurance by the user of the facility of at least \$1,000,000 per occurrence naming the school or school district and the authority as additional insureds. All such activities shall be operated and overseen by persons experienced and, if possible, certified to do so.
- _____ N. LAPS Building Monitor must be present prior to any renter accessing the facilities.

My signature and information below certify I have read and accept the above terms and conditions, fees, and requirements contained within this contract.

Renter: _____ Date: _____

Rentals Coordinator: _____ Date: _____