

To: Board of Directors, Alameda Little League
From: Shariq Khan, Assistant Superintendent, Business Services/Operations
Date: October 3, 2025
Subject: Transition from Joint Use Agreement to Standard Facility Rental

Dear Board Members,

The Joint Use Agreement between Alameda Unified School District (AUSD) and Alameda Little League (ALL) expired on July 3, 2025. As such, as discussed with Little League Board Member Tom Patterson, going forward Alameda Little League will rent AUSD facilities on a need-basis. In the interest of transparency, we have posted this memorandum on the [district’s website](#) as well. Please share this information with all your board members.

This memo provides some of the key components of the district’s facility rental program:

1. Facility Use Terms & Conditions:

The AUSD Facility Use Handbook will govern facility rentals. Up-to-date rental rates are published in the district’s facility reservation program. All reservations are confirmed on a first-come, first-served basis and are finalized upon payment of fees..

2. Estimated Usage Schedule:

Based on recent phone conversations and email exchanges with the League president and Mr. Patterson, the following table summarizes the rates the League will be charged for renting district facilities during 2025-26 school year. Please note these non-binding estimates are subject to change by AUSD and ALL.

Description	Amount	Comments
Hourly rental rate	\$29.17	
Hourly utility fee	\$2.75	
Weekday custodial fee	\$43.87	No weekday custodial expected at this time
Saturday custodial fee	\$61.59	Approximately 2 hours of expected custodial
Sunday custodial fee	\$79.85	Approximately 2 hours of expected custodial

Based on rental hours AUSD and ALL have discussed, a weekly rental with four hours of access on weekdays and 11 hours of access on weekends will cost approximately \$1,660.00

3. Custodial & Lavatory Services:

ALL has indicated it will arrange its own lavatory services, which will reduce the need for district custodial support to approximately:

- 2 hours per weekend day, and
- No custodial hours required on weekdays

Actual hours and charges will be listed on the approved permit.

4. Field Access & Maintenance:

- The district will provide free access Monday to Friday, following regular school hours, to the field for infield maintenance purposes. A permit is required.
- ALL access will be available through the Kitty Hawk entry, located on the Wood track field. This will change once the new Wood Middle access road is completed, currently projected for late December 2025.
- The district will maintain the field per the attached maintenance schedule. In addition, the maintenance will include the following:
 - Clear the field of goose droppings using a pasture cleaner every two weeks
 - Water the field daily for 10-15 minutes, barring any water restrictions
- Field closures may occur due to inclement weather. Refunds will be issued for any paid permits affected by field closures.
- The district does not rent its facilities on district holidays.

5. Permit Request Process:

To ensure smooth operations, we encourage the League to submit permit requests as far in advance as possible. The process is as follows:

1. Submit a request at least 2 weeks before the event via: Facilities Rentals - Alameda Unified School District
 - <https://www.alamedaunified.org/departments/maintenance-operations-and-facilities/facilities-rentals>.
2. MOF will process the request and email an invoice with charges.
3. A payment link will be provided for credit card transactions.
4. Advance payment in full is required at least seven (7) days prior to the event; if not received, the event will be cancelled. New Facility Use Permits will not be issued to groups with past-due accounts. This is standard policy for all community user groups.

6. Removal of Equipment and Fixtures

As the Joint Use Agreement has expired, ALL must remove any remaining equipment, fixtures, and containers from AUSD property. We are mindful that this task may disrupt Fall Ball, so we ask that this task be completed by November 15, 2025. This includes, among other things:

- Shipping and storage containers
- Garbage, waste, and debris
- Vehicles, carts, and accessories.
- Light poles and accessories
- Advertising banners (remove at the first permitted maintenance day)

The district is willing to assist with this move.

The district would like to take this opportunity to thank League board members Tom Patterson and Dan Bryant for their cooperation and time in providing details about ALL needs and understanding the AUSD's facility use program.

Please report any permitting or field issues to mof@alamedaunified.org or call 510.337.7090. We appreciate ALL cooperation and look forward to continuing a positive working relationship

Sincerely,



Shariq Khan
Assistant Superintendent, Business Services

APPENDIX I – MAINTENANCE FREQUENCY SCHEDULE

	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
WEEKS	52	5	4	4	4	5	4	5	4	4	5	4	4
TURF CARE													
Mowing	49	5	4	4	4	5	4	3	3	4	5	4	4
Edging	27	2	2	2	2	3	2	3	2	2	3	2	2
Leaf & Litter Removal	52	5	4	4	4	5	4	5	4	4	5	4	4
Fertilizer	4	1	-	-	1	-	-	1	-	-	1	-	-
Deep Tine Aeration	4	1	-	-	1	-	-	1	-	-	1	-	-
Slice Aeration	2	-	-	-	-	1	-	-	-	1	-	-	-
Weed Control	37	2	4	5	4	4	5	4	4	5	-	-	-
Pre-Emergent	1	-	1	-	-	-	-	-	-	-	-	-	-
Post-Emergent	3	-	-	-	-	1	-	-	1	-	-	1	-
IRRIGATION MAINTENANCE													
System Check	4	1	-	-	1	-	-	1	-	-	1	-	-
Meter Readings	45	2	2	4	4	5	4	5	5	4	4	3	3
CLEAN UP													
General Cleanup	52	5	4	4	4	5	4	5	4	4	5	4	4
Debris Removal	52	5	4	4	4	5	4	5	4	4	5	4	4
SITE MANAGEMENT													
Client Meetings	12	1	1	1	1	1	1	1	1	1	1	1	1
Acct. Mgr. QC Site	52	5	4	4	4	5	4	5	4	4	5	4	4
Visits	52	5	4	4	4	5	4	5	4	4	5	4	4
Crew On-site	52	5	4	4	4	5	4	5	4	4	5	4	4

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**TECHNICAL EXHIBIT 3 – WOOD MIDDLE SCHOOL
MULTI-PURPOSE ATHLETIC FIELD**



AREA	~AREA (AC)	~PERIMETER (LF)
Athletic Field	1.25	900