



Athletics and Recreation

Facility Rental/Use Contract

This Contract, dated this _____ day of _____, 20____, is between the University of Alaska, hereafter referred to as “UA” and:

User Name: _____ hereafter referred to as “User”.

Address: _____ Phone: _____

1. PERMITTED USES AND LIMITATIONS. UA agrees to permit the described use of the facility under the following terms and conditions:

A) User is solely responsible for assuring that the facility is not used for any unlawful purpose or unsafe activity during its use by User and shall comply with all UA policies, rules and regulations and any other applicable federal, state, or municipal laws, including any applicable fire or building codes. User shall adhere to all minimum lighting requirements set by the UAF Fire Marshall at all times during activities or events.

B) UA, for its own protection, reserves the right to enforce all applicable laws, policies, rules, the uiblffacisor tactilasfac

and/or the UA may treat the occurrence as a breach of this Contract, retaining as damages, any rental fees paid by User.

RESERVATION REQUEST

Patty Center – Incorporates
Addendum No. 3

3. ADVERTISING AND PUBLICITY.

- B) **Workers Compensation** insurance at not less than the required statutory limits unless Permittee provides:
- I) A certificate of waiver approved by the Alaska Department of Labor; or
 - II) Other sufficient written proof and/or affidavit that establishes to the satisfaction of UA that User does not have any employees covered by the Alaska Workers Compensation Act.
- C) **Accident Insurance** must be provided for camps, clinics, or other events involving children under the age of 18.
- D) **Other Insurance Requirement(s):** _____
- E) **Property Insurance** (Information Only): UA assumes no responsibility for the loss or damage of User's property placed on or in the facility, and User hereby expressly releases and discharges UA from any and all liability for loss to such property. UA recommends that User maintain property insurance sufficient to cover any items brought to UA premises. UA shall have the sole right to collect and have custody of all articles left in the facility fifteen (15) days after the termination date.
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Appropriate certificates are attached for the following:

	Policy Type	Comments
	General Liability	
	Workers' Compensation	
	Accident Insurance	
	Other	

7. **EQUIPMENT:** Generally, the User must provide all equipment needed by User. Storage space will not be provided. User shall have the right to use UA equipment **only** if the parties sign an approved equipment list, which upon execution, shall be incorporated herein as **Addendum No. 2**. User shall keep any equipment owned and used by User in the facility in good working condition at all times at User's own risk. Equipment used by User in the facility shall be returned to UA in the same condition as received by User.

conclusion of the event. General cleanup includes the cleaning necessary to return the facility to a clean, safe, orderly, and sanitary condition.

10. ADDITIONAL SERVICES. User shall reimburse UA for any and all services not included in this Contract but requested by User or required to fulfill User's responsibilities under the terms of this Contract including, but not limited to, cleanup not accomplished by User.

11. FEES. User agrees to pay to UA the sum itemized in **Addendum 1, FEE SCHEDULE**, for the use of

Waiver of Proof of CGL Insurance Approved: \$ NOT Approved: \$
Waiver of Proof of Accident Insurance Approved: \$ NOT Approved: \$

Specific Requirements/Conditions: _____

Signature: _____
SW Director of Risk Management or Designee

Date: _____

Form Distribution: UA Facility manager User

ADDENDUM NO. 1

FEE SCHEDULE

Date _____

	Security Fee	
	Cancellation Fee	
	Equipment Fee	
	Other	
	Other	
	Other	
	Other	
TOTAL		\$

2. Payment of Fees & Other Rental Requirements.

- a. The User shall pay all fees due under this Contract in advance of use, or within thirty days of invoice date, if invoicing has been agreed upon. Fees paid after this date shall be subject to a late fee of \$25.00. Invoices not paid within 60 days after date of invoice will result in cancellation of the right to use UA facilities.
- b. Labor (actual costs) are billed at a minimum of \$20 per hour
- c. Lifeguard – there is a one lifeguard minimum per 25 people. User may supply own certified lifeguard(s), but at least one UAF lifeguard is required.
- d. For climbing wall rental, a climbing wall certification is required.
- e. An event is defined as one activity in a 4 hour block of time (this is from when the group begins using the facility until the group leaves).

USER:

UNIVERSITY OF ALASKA

BY: _____
(Signature)

BY: _____
(Signature)

(Print name) (Title)

(Print name) (Title)

I further state that I have authority to act in behalf of the above named organization.

ADDENDUM NO. 2

EQUIPMENT LIST

Date _____

Equipment requests might include the following:

Quantity	Item	Price
	<i>Tables</i>	
	<i>Chairs</i>	
	<i>Public Address System</i>	
	<i>TV/VCR</i>	
	<i>Overhead Projector</i>	
	<i>Projector Screen</i>	
	<i>Marker or Chalk Board</i>	

ADDENDUM NO. 3

LARGE EVENTS FEES, TERMS, AND CONDITIONS

Date: _____

USER/PROMOTER: _____

USER/PROMOTER CONTACT: Name: _____

Address: _____

Phone _____ Fax _____ Email _____ Website _____

1. **RENTAL CHARGES & FEES.** In return for the rental charges listed below, the UA will provide the gymnasium beginning at 6:30 a.m. through 12:01 a.m. on the days scheduled through this Contract. The doors to the Patty Center will open one hour prior to the start of an event.

	Price	Extended Price
ADVANCE DEPOSIT due within 7 days of Contract Execution date	\$1,000	
Facility rental (including staging set-up and removal)	\$1,500	
Floor covering charge	\$400	
Lighting and Sound set up and tear down	\$65 per hour	
Security Officers (<i>minimum 2 required</i>)	\$47.50 per hour, per officer	
Ticket Sellers (<i>minimum 2 required</i>)	\$9 per hour per worker	
Ticket Takers	\$9 per hour per worker	
Ushers (<i>minimum 6 required</i>)	\$9 per hour per worker	
Facility Supervisor		
Per Attendee Fee	.75	
15% of sale of event programs, souvenirs, etc.		
Cancellation (within 30 days of event) Fee	\$1,000	
Cancellation (within 14 days of event) Fee	\$3,000	

Cancellation of the event by User/Promoter within 30 days of the event shall result in a penalty of \$1,000 immediately due and payable to UA. Cancellation of the event by User/Promoter within 14 days of the

Final settlement of amount due UA must be made by cash and/or cashier's check payable to UA upon the close of the show.

2. **EVENT CAPACITY.** User/Promoter understands that the maximum capacity of the Patty Center for this event is _____ spectators, including all complimentary and pass list admissions granted on the night of the show.

3. **ADVERTISING AND PUBLICITY.** When utilizing the gymnasium, User/Promoter shall ensure that the facility where the event is being held is called the UAF Patty Center in all advertising and publicity vehicles. No reference is to be made to the gymnasium. Entertainment which contains material not suitable for all ages will be identified with a disclaimer that the performance is for "Mature Audiences Only".

4. **SIGNAGE.** All signage resulting from promotion or sponsorship of the event must be approved prior to public display and must be hung off of sound and light trusses, stanchions, or other temporary fixtures

I) User/Promoter shall ensure that the sound and light company for the performance contact Ken Larimore, UAF Athletics, (907) 474-6804, by no later than _____ to make arrangements for hook-up and tear-down.

J) User/Promoter shall advise UA of any special requirements (laser lights, fog machines) by no later than _____. User/Promoter shall not stage any act or performance in which fire, flame, or smoke is involved without first having the written permission of the UAF Fire Marshall. User/Promoter further agrees not to use any decorative materials prohibited by Borough Ordinance, State or Federal laws, or building regulations, including, but not limited to, crepe paper, cellophane, confetti, cotton, corn stalks, leaves, evergreen boughs, sheaves of grain, streamers, straw, paper, vines, moss, or any flammable or combustible material in or about the premises of the UA.

K) User/Promoter shall guarantee at least one hour of concession sales time prior to the start of the event and at least one 15-minute intermission during the event. Failure to provide this concession sales time will result in a lost revenue charge of \$1,000 immediately due and payable to UA. User/Promoter understands that the UA staff will operate and retain all profits from food and beverage concession sales during the event.

L) User/Promoter shall guarantee at least one autographed, color picture or poster of the event to UA for future posting in the complex.

M) UA shall be considered the sole and legal owner of all ticket office receivables and receipts, whether received by itself, its agents, the User/Promoter, or third parties, to the full extent of the amounts due to it under the final settlement under the terms of this Contract. UA shall hold the balance of the receivables and receipts in trust for disbursements to User/Promoter upon final settlement at the close of the show. User/Promoter, and any persons claiming through User/Promoter, shall have no right to any of these receivables and receipts except after satisfaction of all sums owing to UA under this Contract.

USER:

UNIVERSITY OF ALASKA

BY: _____
(Signature)

BY: _____
(Signature)

(Print name) (Title)

(Print name) (Title)

I further state that I have authority to act in behalf of the above named organization.

ADDENDUM NO. 4

PATTY ICE ARENA USER RULES

13. User shall provide a clean-up crew to pick up trash in the seating and mezzanine area at the conclusion of each hockey game and tournament. Trash shall be placed in the dump truck at the rear entrance to the arena.
14. User shall ensure that each team cleans their assigned team room after each use.
15. User shall provide the names and contact numbers for the individuals responsible for performing the cleaning:

NAME	PHONE NUMBER

USER:

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ADDENDUM NO. 5

STUDENT RECREATION COMPLEX (SRC) USER GUIDE

Date _____

A. ENTRY PROCEDURES

1. Each individual, upon entering the facility, must either swipe their personal Polar Express I.D. card containing a valid SRC privilege or purchase a day pass.
2. Users must have an extra pair of clean work out shoes in hand to enter. These shoes are NOT to be worn in from outside.
3. Any person under the age of 18 MUST have a parent/guardian (of at least 21 years of age) present to enter the SRC.
4. Children under the age of 13 must be directly supervised at all times by a parent/guardian. SEE UAF SRC MINOR POLICY for complete details.
5. Persons attempting to enter the SRC with an unauthorized I.D. will have their card confiscated immediately.
6. Attempting to enter the SRC with an unauthorized I.D. may result in suspension from the facility.

B. DAILY PASSES

A \$7.00 (\$5.00 for UAF affiliated) daily pass may be purchased to use the SRC. A picture I.D. is required for entry. Children age 5 and under are admitted at no charge. There is a \$3.00 session fee for the swimming pool, racquetball, recreational hockey, recreational skating, showers and the rifle range. Users can purchase passes in the SRC or the pool. We cannot accept bills larger than \$20 at the pool.

C. RESERVATIONS

Users may reserve various areas of the SRC for use at a designated time. Users may sign up for the area 72 hours in advance or 2 hours before the desired reserved time. The maximum time for a court reservation is 2 hours. Facility reservation sheets are available at the SRC office or may be made by calling 474-5886.

Court #1 – badminton, basketball

Court #2 – volleyball, tennis, soccer, ultimate Frisbee, floor hockey

Court #3 – volleyball, basketball

D. SRC GUIDELINES

1. Your participation is voluntary.
2. You assume all risks of physical injury and loss of possessions incurred during your use of the facility.
3. Abusive language will not be tolerated. You will be asked to leave.
4. Any minor entering the building MUST be accompanied by a parent/guardian who is at least 21 years old.
5. Smoking, tobacco products, or alcoholic beverages are prohibited.
6. All food and drinks need to be kept in the designated area.
7. Appropriate shoes must be worn. Sandals are not considered appropriate footwear.
8. Shoes that mark the floor in the gyms, racquetball courts, or aerobic/dance area are not allowed.
9. Any sports equipment brought into the buildings must be clean.
10. Equipment that could be damaging to the building (according to the judgment of the staff member in charge) will not be allowed.
11. Bicycles are not allowed in the buildings. Racks are located at the side of the facility.

12. Animals are not allowed in the building. Animals may not be tied up and left unattended in front of the building. Security will be called.
13. Head phones are required for stereos and radios. Headsets may be checked out or purchased at the SRC front desk.
14. No spitting on the floor, drinking fountains, or trash cans is allowed.
15. Belongings may not be left near the activity areas. Use lockers in the locker rooms.
16. Weight room machine use guides:
 - Ø Use of spotters is required when lifting with heavy weights.
 - Ø Belts are recommended with exercises involving the lumbar spine.
 - Ø Clothing with belts, zippers, or other sharp metals are not to be worn when using seats/benches.
 - Ø Check collars and tighten before using.
 - Ø Check clearance to others and equipment.
 - Ø Towels are recommended for use as covers on seats and benches. Towels are not provided.
 - Ø Weights must be placed on weight racks when not being used.
 - Ø Do not place weights on the floor, against the walls, or lean against other equipment.