SAN LEANDRO UNIFIED SCHOOL DISTRICT
ARTS EDUCATION CENTER
2200 Bancroft Avenue
San Leandro, CA 94577

FACILITY CHECKLIST & RENTAL FEES SCHEDULE
EFFECTIVE JULY 1, 2017

Licensee Contact Information

Licensee Name	
Contact Name & Title	
Address	
Phone Number	
Email Address	
Agreement Number	

Event Information

Event Title					
Month	**Date**	**Day or Week**	**TIME From**	**To**	**Estimated Attendance**
Equipment Load In					
Rehearsal Date(s)					
Performance Date(s)					
Equipment Removal					
Any Additional Information/Special Request					

USER CLASSIFICATIONS

User classifications are consistent with the facility user classifications applied throughout the San Leandro Unified School District (SLUSD), the following categories will be used in determining the rental fees associated with the San Leandro Arts Education Center (AEC).

Direct Cost – Group A School activities generated by SLUSD personnel or volunteers for purposes directly related to the education and enrichment of SLUSD students, as directed or approved by SLUSD administration, and/or for the purpose of employee gatherings related to the operation of the District will be charged discounted estimated direct costs associated with their event period. Direct cost is defined as an estimate of those costs of supplies, utilities, custodial services, building maintenance, services of any other District employees, and salaries paid to District employees as a result of the organization's use of the AEC. Users of this category include:

- SLUSD Schools
- PTA/PTSA or other school-associated parent/teacher/student associations
- Student Body Clubs
- School employees in the performance of their duties.

DRAFT

Direct Cost – Group B (Non Profit/Public Agency)* Non-profits, community based organizations and public agencies will be charged the estimated direct costs associated with their event period. Users in this classification include:

- Foundations whose purpose, through the use of the AEC, is to improve the general welfare of the youth or public school activities of the district.
- Non-profit (501c3) organizations that use the AEC for fundraising activities that are beneficial to the youth or public school activities of the district. Organizers, board members, activity supervisors, and other 501c3 officers may not draw salary from participation fees from said event.

Direct Cost – Group C (Non Profit/Public Agency)* Non-profits, community based organizations and public agencies will be charged the estimated direct costs associated with their event period. Users in this classification include:

- Civic and service groups (e.g. Girl Scouts, Boy Scouts, Camp Fire, School Advisory
- Councils, Rotary, Foundations, Chamber of Commerce, League of Women Voters, booster clubs, local government agencies, and/or county services) whose purpose, through the use of the AEC, is to improve the general welfare of the youth or public school activities of the district.
- Conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization that has no suitable meeting place for the conduct of services while meeting.
- Non-profit (501c3) organizations that use the AEC for fundraising activities which are beneficial to the youth or public school activities of the district. Organizers, board members, activity supervisors, and other 501c3 officers may not draw salary from participation fees from said event.

Commercial (Fair Market) – Group D Commercial represents a rate for commercial activity, regardless of where profit is generated within the organization.

- Rentals where admission or participation fees are charged, or contributions are solicited and the receipts are not expected for the welfare of the pupils of the District for charitable purposes.
- Rentals which are not directly beneficial to youth, public school activities of the District, or general welfare of the community.
- This fee structure may apply to “non-profit” organizations where organizers, activity supervisors, coaches, etc. draw salary from the activity or organization, and participation fees are received from students or adults.

*Documentation of valid 501(c)(3) status and W-9 are required to verify non-profit status

Theater Rental Fees by the Hour

Use of the AEC lobby, theater and stage areas	**Direct Cost Group A (SLUSD)**	**Direct Cost Group B (Foundations Directly Benefiting SLUSD Students)**	**Direct Cost Group C (Non-Profits and Public Agencies)**	**Commercial (Fair Rental Market) Group D**
3 hour minimum	$0	(under 8 hours) $60.00 per hour	(under 8 hours) $225.00 per hour	(under 8 hours) $375.00 per hour
Coordinator	$0	$70.00 per hour	$70.00 per hour	$80.00 per hour
Technician	$0	$50.00 per hour	$50.00 per hour	$60.00 per hour
House Manager	$0	$50.00 per hour	$50.00 per hour	$60.00 per hour
Custodial Services & Supplies	$0	$70.00 per hour	$70.00 per hour	$70.00 per hour

Theater Rental Fee Packages
All Rental Fee Packages are based on a minimum four (4) hour and maximum eight (8) hour event period which includes a one (1) hour load-in and one (1) hour load-out time, designated, respectively for the set-up and clean-up of Licensee's event. When estimating clean-up, please note that any fraction of an hour over rental period will be billed in whole hours.

Package Model	Direct Cost Group A (SLUSD)	Direct Cost Group B (Foundations Directly Benefiting SLUSD Students)	Direct Cost Group C (Non-Profits and Public Agencies)	Fair Market/ Commercial Group D
Package #1 This package grants Lessee use of the AEC lobby, theater and stage areas as well as one technician/supervisor to be on call for the entire event to run basic sound, lighting and/or video.	**$0 rent + additional staffing costs, if needed**	**$650 + additional staffing costs, if needed**	**$1200.00 + additional staffing costs, if needed**	**$1500.00 + additional staffing costs, if needed**
Package #2 This package grants Lessee use of the AEC lobby, theater and stage areas as well as two technicians/supervisors to be on call for the entire event to run basic sound, lighting and/or video.	**$0 rent + additional staffing costs, if needed**	**$750 + additional staffing costs, if needed**	**$1350.00 rent + additional staffing costs, if needed**	**$1670.00 + additional staffing costs, if needed**
Package #3 This package grants Lessee use of the AEC lobby, theater and stage areas as well as three technicians/supervisors to be on call for the entire event to run basic sound, lighting and/or video.	**$0 rent + additional staffing costs, if needed**	**$850 + additional staffing costs, if needed**	**$1550.00 rent + additional staffing costs, if needed**	**$1900.00 + additional staffing costs, if needed**

Black Box Theater Rental of the Black Box Theater is available on a limited basis, and rented hourly with a two hour minimum.

Black Box Theater	Direct Cost Group A (SLUSD)	Direct Cost Group B (Foundations Directly Benefiting SLUSD Students)	Direct Cost Group C (Non-Profits and Public Agencies)	Commercial (Fair Rental Market) Group D
Two hour minimum	$0	$30.00 per hour	$115.00 per hour	$190.00 per hour
Coordinator	$0	$70.00 per hour	$70.00 per hour	$80.00 per hour
Technician	$0	$50.00 per hour	$50.00 per hour	$60.00 per hour
House Manager	$0	$50.00 per hour	$50.00 per hour	$60.00 per hour
Custodial Services & Supplies	$0	$70.00 per hour	$70.00 per hour	$70.00 per hour

DRAFT

Black Box Theater Rental Fee Package
All Rental Fee Packages are based on a minimum four (4) hour and maximum eight (8) hour event period which includes a one (1) hour load-in and one (1) hour load-out time, designated, respectively for the set-up and clean-up of Licensee's event. When estimating clean-up, please note that any fraction of an hour over rental period will be billed in whole hours.

Package Model	Direct Cost Group A (SLUSD)	Direct Cost Group B (Foundations Directly Benefiting SLUSD Students)	Direct Cost Group C (Non-Profits and Public Agencies)	Fair Market/ Commercial Group D
Package #1 This package grants Lessee use of the AEC lobby and Black Box Theater as well as one technician/supervisor to be on call for the entire event to run basic sound and/or lighting.	**$0 rent + additional staffing costs, if needed**	**$325.00 + additional staffing costs, if needed**	**$600.00 + additional staffing costs, if needed**	**$750.00 + additional staffing costs, if needed**

Other Fees

Overtime staff at 1.5 times per hour (in excess of 8 hour rental)
In addition to the hourly rates listed above, custodial costs shall be billed at a minimum of two hours of custodial salary/benefits for the auditorium at $70.00 per hour

Additional Terms: Except as set forth below, all prices and services obtained herein are fully subject to the terms and conditions of the Rental Fees referenced above.

Estimated Total Rental Fees:* $_____

*All estimated fees are due 48 hours before the Licensee's event; any additional charges due immediately following the completion of the Licensee's event.

The Effective Date of this Checklist is _____.

Executed by Licensee:

By: _____

Name (Printed):_____

Title: _____

Date: _____

Executed by the Arts Education Center

By: _____

Name (Printed):_____

Title: _____

Date: _____

DRAFT