

**RENTAL CONTRACT FOR
USE OF BOB BURTON CENTER FOR THE PERFORMING ARTS
UNDER THE CIVIC CENTER ACT**

This Rental Contract ("Contract") for Use of the BOB BURTON CENTER FOR THE PERFORMING ARTS ("Theatre") is hereby entered into between the Fallbrook Union High School District ("District"), and _____ ("Permittee") for use of the Theatre located at 2400 S Stage Coach Ln, Fallbrook, CA 92028.

Whereas the District is authorized by the "Civic Center Act" found at Education Code section 38130 et seq. ("Act") to allow use of its facilities by the general public; and

Whereas Permittee desires to so use the Theatre pursuant to the restrictions applicable under the Act and this Contract.

In consideration of the promises made and intending to be legally bound, the District and Permittee agree to all of the terms and conditions as set forth in this Contract.

The District grants to Permittee the use of the Theatre under this Contract as follows:

I. Schedule of Fees

Bob Burton Center for the Performing Arts

	26/27	27/28	28/29
Theatre/Technical Director (TD)	\$ 56.03	\$59.11	\$62.36
Technicians Hourly	\$ 33.62	\$35.47	\$37.42
Custodial Hourly	\$ 50.43	\$53.20	\$56.13
Non-Profit Rental Rates:			
Rehearsal First 3 Hours	\$670.53	\$707.41	\$746.32
Performance First 3 Hours	\$821.81	\$867.01	\$914.70
Additional Hourly	\$83.43	\$88.02	\$92.86
Commercial Rental Rates:			
Rehearsal First 3 Hours	\$1,045.98	\$1,103.51	\$1,164.20
Performance First 3 Hours	\$1,191.66	\$1,257.20	\$1,326.35
Additional Hourly	\$208.59	\$220.06	\$232.16

FEE SCHEDULE SUBJECT TO CHANGE

II. BOB BURTON CENTER FOR THE PERFORMING ARTS FEE SCHEDULE AND RENTAL POLICIES

The following are the costs for use of the BOB BURTON CENTER FOR THE PERFORMING ARTS, which may include use of any or all of the following: Theatre Auditorium, Stage, Lobby, Dressing Rooms, Green Room, Dance Studio, Choir Classroom, and Shop Space.

Non Profit Organization Base Charges

(Proof of non-profit status is required)

Load in and/or Rehearsal Day Time Block. \$670.53

The First three (3) hour block of time each day is billed to include the following:

Theatre Director, one (1) Theatre Technician, Theatre Rental,
& Custodial Fees.

Performance Day Time Block. \$821.81

The First three (3) hour block of time each day is billed to include the following:

Theatre Director, one (1) Theatre Technician, Theatre Rental,
& Custodial Fees.

If additional hours are required, they are billed at the following rental rate. (See staffing for staff charges.)

Rental Rate \$83.43 per Hour

Charges accrue for all time used, including load in, load out, and restoring the rep plot and lineset schedules.

A non-refundable deposit of \$500.00 will be required before the Contract commences. Should schedule changes occur (i.e., time changes, cancellation of extra days, etc.) once the Contract process has begun, the Permittee may be responsible for certain additional charges.

Commercial Organization Base Charges

Load in and/or Rehearsal Day Time Block. \$1,045.98

The First three (3) hour block of time each day is billed to include the following:

Theatre Director, one (1) Theatre Technician, Theatre Rental,
& Custodial Fees.

Performance Day Time Block. \$1,191.66

The First three (3) hour block of time each day is billed to include the following:

Theatre Director, one (1) Theatre Technician, Theatre Rental,
& Custodial Fees.

If additional hours are required, they are billed at the following rental rate. (See Staffing for staff charges.)

Rental Rate \$208.59 per Hour

Charges accrue for all time used, including load in, load out, and restoring rep plots and lineset schedules.

A non-refundable deposit of \$500.00 will be required before the Contract commences. Should and schedule changes occur (i.e., time changes, cancellation of extra days, etc.) once the Contract process has begun, the Permittee may be responsible for certain charges.

Payment Schedule

This following is the payment schedule for the BOB BURTON CENTER FOR THE PERFORMING ARTS: (all payments must be made out to "Fallbrook Union High School District").

1. To Book - a \$500.00 non-refundable deposit.
2. Full Payment Due within 30 days of receiving the Final Invoice.

Non-sufficient funds checks are subject to a \$25.00 processing fee. In addition, all subsequent payments will need to be made directly to the district office by certified check.

Staffing

All staffing needs will be determined by BOB BURTON CENTER FOR THE PERFORMING ARTS Director based on the specifics of each individual rental. A minimum of 2 staff members will be required at all times. Large shows or competitions may require a third (3rd) or fourth (4th) staff member. Performances or competitions during school hours will require one (1) staff member to assist with parking.

Due to liability concerns, all personnel will be provided by BOB BURTON CENTER FOR THE PERFORMING ARTS unless other arrangements have been made and agreed upon in writing by BOB BURTON CENTER FOR THE PERFORMING ARTS Director prior to load in. (Sound Engineer, Lighting Technician, Fly Rail, etc.) Any requests for certain staff members to staff Permittee's show cannot be guaranteed and if the staff will be in overtime due to Permittee's request the overtime charge will be Permittee's responsibility.

Staffing costs & Overtime policies

Overtime is after 8 hours on a 1.5x rate; Double-time is after 12 hours on a 2x rate*.

Theatre/Technical Director (TD) is included in the base rental time blocks. The Permittee is responsible for overtime, holiday pay, and additional hours worked.

*Overtime may accrue sooner due to previously booked events on the same day/week.

Breaks and Meal Penalties:

- All staff are entitled to paid ten (10) minute rest breaks for every four (4) hours worked, or major fraction thereof.
- Staff working between five (5) and ten (10) hours shall be given a thirty (30) minute unpaid meal break before the end of the fifth hour of work. Staff working more than ten (10) hours shall be given a second thirty (30) minute meal break before the end of the tenth hour of work. (Meal breaks must be uninterrupted with the staff members being completely discharged from all duties.)
- If a meal break is not given, the staff is entitled to one of the following from the Permittee:
 - An approved meal (from a local restaurant or caterer). This being a working meal break with staff on the clock at their standard pay rate.
 - One (1) extra hour of pay at the standard pay rate (this hour does not count towards overtime calculations). [Figures from Cal. Labor Code Section 512]

BOB BURTON CENTER FOR THE PERFORMING ARTS EQUIPMENT

Lighting

House Lighting System:

Included in Base Cost

Follow Spots (2):

Included in Base Cost

Approved Permittee

Personnel

Or Staff Operator at Theatre

Tech Rate

Audio

House Sound System

Included in Base cost

2 Wireless Handheld Mics

\$5/day; \$15/Week

Additional Wireless Mics

\$5/day; \$15/Week

Handheld

\$5/day; \$15/Week

Body Mics/Lavs/Headsets

\$15/Day; \$45/Week

Wired Microphones

\$5/day; \$15/Week

Direct Input (DI) Boxes

\$5/day; \$15/Week

Video & Projections

Digital Projection M-Vision 23000

\$50/Day; \$150/Week

Live Stream Equipment

\$50/Day; \$150/Week

Musical Equipment & Miscellaneous

Baldwin Concert Grand Piano*

\$150/Day; \$450/Week

K. Kawai Semi Concert Grand Piano*

\$150/Day; \$450/Week

* Piano Tuning (Required for each use)

\$175 per Tuning

Orchestra Shells (6)

\$120 per Event

Choral Risers (7)

\$120 per Event

Platforms (3'x8' & 4'x8')

\$50 per Event

Music Stands

\$1 per Event

Orchestra Chairs

\$2 per Event

Folding Tables

\$5 per Event

Folding Chairs

\$1 per Event

'Marley' Vinyl Dance Floor (Black or Grey)

\$350 per Event

Dressing Rooms

BOB BURTON CENTER FOR THE PERFORMING ARTS has three (3) dressing rooms that are included in the base rental cost. The use of the green room/theatre classroom is included in the base cost of the rental, but may only be used when not being used as a classroom.

Seating

In accordance with the Americans with Disabilities Act the theatre is equipped with 8 Wheelchair spaces. Individuals with accessibility needs are entitled to up to 3 contiguous companion seats or spaces. Tickets for accessible seating must be sold at the same prices and in the same manner as regular seating. Chairs may be placed in a wheelchair space either for use by those needing accessible seating or to be sold as standard seats when all others have been sold.

The theatre has a seating capacity of 532 regular seats, plus eight (8) wheelchair spaces, for a total maximum capacity of 540 as set by the Fire Marshal.

Security

The BOB BURTON CENTER FOR THE PERFORMING ARTS reserves the right to require security personnel at Permittee's event. The security personnel shall be from an approved vendor or the BOB BURTON CENTER FOR THE PERFORMING ARTS can provide security personnel for Permittee's event at cost plus 10%. The Theatre Director will have control over the number of personnel required and where they are positioned.

Sound Pressure Levels (SPL)

Due to the potential volume levels available with our FOH and monitor systems, and any system that may come into the building with a show, the BOB BURTON CENTER FOR THE PERFORMING ARTS has adopted a policy regarding SPL. The following maximum dB level restrictions have been set for the protection of our audience members, crew, and artists. At no time shall the SPL rise above 115dB. Levels above 100dB shall total no more than ten (10) minutes of a performance. Average volume for the entire performance shall not exceed 88dB. All measurements are C-Weighted and will be taken at multiple locations throughout the seating area and at the working positions of the crew on stage. The Theatre's SPL limits have been set for the space and equipment in use with safety data from OSHA and NIOSH. The Theatre reserves the right for the Theatre Director, or their designee, to reduce system levels to remain within acceptable SPLs.

Music Rights:

The Permittee represents and warrants that all copyrighted material will be performed or produced with the express permission from the copyright owner, that the appropriate license fees have been paid to such licensing agencies (i.e., ASCAP, BMI), and when necessary, intellectual or creative property use authorizations have been obtained. Copies of said agreement are required to be always with the Permittee and available to show compliance of copyright laws upon request. Violation of any copyright laws or any related licensing requirements will be grounds for termination of this Contract.

Catering/Concession Sales

All Concessions must be sold outside of the auditorium as no food or drink is allowed inside the theatre seating area.

Applicable Laws.

Permittee shall observe, obey, and comply with all applicable City, County, State, and Federal laws including, but not limited to, the following: (i) applicable business license requirements; and (ii) Title VII of the Civil Rights Act of 1964 and other laws prohibiting discrimination and providing that no person shall, on the grounds of race, creed, color, disability, sex, sexual orientation, national origin, age, religion, Vietnam era veteran's status, political affiliation, or any other non-merit factors be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract.

Liability Insurance

The Permittee shall at all times during the use of the BOB BURTON CENTER FOR THE PERFORMING ARTS maintain in full force comprehensive, general liability insurance covering potential loss or damage which may result from fire, theft, vandalism, or negligence during the use of this facility. Such insurance shall be in the face amount of not less than \$1,000,000.00 (one million dollars) combined single limit (personal injury, bodily injury, and property damage). The Bob Burton Center for the Performing Arts and School District requires a certificate of insurance and a separate Endorsement of insurance naming the District as additionally insured. Permittee agrees to indemnify and hold harmless the District, its officers, agents, and employees against any and all loss, damages, and/or liability including to but not limited to personal injury, bodily injury, accident, illness or death or any loss to damage to property and liability that may be suffered or incurred by the school district, its officers, agents, and employees, and against any and all claims, demands, cause of actions or credits, obligations, judgments, suits, attorneys' fees, costs, and expenses that may be made or brought against the District, its officers, agents, and employees, caused by, arising out of, or in any way connected with the use by Permittee or Permittee's invitees of the District Theatre or surrounding facilities or the exercise of the privilege herein granted. Permittee further agrees to insure that the Permittee promptly reimburses District for any damage sustained by the District premises, furniture, or equipment because of the use or occupancy of said premises by Permittee or Permittee's invitees and to abide by and enforce the rules, regulations, and policies of the District governing use of District facilities and equipment.

Cancellations

In the event that the Permittee cancels, the following payment schedule will apply. Permittee will be responsible for the portions of the total estimated charges as stated below.

Within 4 weeks of event - 25% of total estimated charges*

Within 2 weeks of event - 50% of total estimated charges*

Within 1 week of event - 75% of total estimated charges*

*or \$500.00 whichever is more

Removal of Property

Any property left by the Permittee, or an audience member, after the strike of the show, in either the Theatre, or adjacent areas may, at the decision of the Theatre Director, be moved, placed in storage, or disposed of at the expense of the Permittee. Any equipment left in the Theatre after fifteen (15) days may become the property of the District, disposed of, or sold at the discretion of the Theatre Director.

Release from Liability

The District assumes no responsibility whatsoever for any property placed in the BOB BURTON CENTER FOR THE PERFORMING ARTS or elsewhere on the campus. The District is expressly released and discharged from any and all liabilities for any loss, injury, or damage to a person or property that may be sustained by reason of occupancy and use of the space under this Contract, provided the loss, injury, or damage is not the result of the gross negligence by the District, and then only in a manner and to the extent provided by the California Claims Act.

Indemnification

The Permittee shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless the District, its officers, directors, employees, attorneys, agents, representatives, volunteers, successors, and assigns (collectively hereinafter District and District Personnel) from and against any and all actions, suits, claims, demands, losses, costs, penalties, obligations, errors, omissions, or liabilities, including legal costs, attorney's fees, and expert witness fees, whether or not suit is actually filed, and/or any judgment rendered against District and/or District Personnel, that may be asserted or claimed by any person, firm or entity arising out of the Permittee's use of the BOB BURTON CENTER FOR THE PERFORMING ARTS or from the conduct of its business or from any activity, work, or other premises after District delivers access and/or use of the BOB BURTON CENTER FOR THE PERFORMING ARTS to the Permittee. This indemnity and hold harmless provision shall exclude actions brought by third persons against the District arising out of the willful negligence or intentional acts, errors, or omissions of the District and/or District Personnel.

Public Safety

Permittee agrees to conduct its activities upon the Theatre premises so as not to endanger any person lawfully thereon and agrees to cooperate and work closely with the BOB BURTON CENTER FOR THE PERFORMING ARTS Theatre Director.

Ingress/Egress

All articles, exhibits, fixtures, materials, displays, staging, lighting, and sound equipment of the Permittee shall be brought in and out of the Theatre at entrances designated by the BOB BURTON CENTER FOR THE PERFORMING ARTS Theatre Director or designated staff. Permittee shall keep aisles, corridors, passages, elevators, stairways, and fire curtain free and clear of all obstructions, and shall not use these areas except for egress and ingress.

Hazards

No equipment, device, or fixture may be used which, in the opinion of the Theatre's Director, endangers the safety or structural integrity of the BOB BURTON CENTER FOR THE PERFORMING ARTS or its occupants. Permittee may not operate any engine, motor, machinery, or use gasoline or any other flammable liquid in the BOB BURTON CENTER FOR THE PERFORMING ARTS. All electrical connections shall be made under the direction of qualified staff approved by the BOB BURTON CENTER FOR THE PERFORMING ARTS. All equipment brought into the Theatre may be inspected for safety violations and the BOB BURTON CENTER FOR THE PERFORMING ARTS Theatre Director will have final authority for approval and use of such equipment.

Alterations and Decorations

Permittee shall not injure, mar, or in any way deface the BOB BURTON CENTER FOR THE PERFORMING ARTS and shall not cause or permit anything to be done whereby the BOB BURTON CENTER FOR THE PERFORMING ARTS shall be marred, defaced, or injured. Permittee will not drive nails, hooks, screws, or tacks into any part of the Theatre premises or furnishings located therein (except for into the stage deck as approved by the Theatre Director on a case by case basis) or permit others to do so. Permittee shall be responsible for any damages to the BOB BURTON CENTER FOR THE PERFORMING ARTS.

Backstage

No unauthorized persons will be allowed backstage during performances, nor rehearsals. Only members of the performing company, BOB BURTON CENTER FOR THE PERFORMING ARTS staff, and Permittee authorized personnel will be permitted backstage.

BOB BURTON CENTER FOR THE PERFORMING ARTS Endorsement Approval for use of the BOB BURTON CENTER FOR THE PERFORMING ARTS does not mean the Theatre in any way supports, sanctions, endorses, or agrees with the policy, or activities of the Permittee.

Seating and Occupancy Limits

Persons are not permitted inside the BOB BURTON CENTER FOR THE PERFORMING ARTS in excess of the seating or occupancy limits established for the space. Under no circumstances is the Permittee allowed to exceed the occupancy limits established for the space by the Fire Marshal.

Force Majeure

In the event that any rental contract by either party shall be prevented by force majeure including but not limited to, act of GOD, storm, fire, the acts or regulations of government agencies or public authorities or labor unions, labor difficulties, lockout, strike, civil disobedience, war, riot, fuel or power shortages, air raid alarm, air raid, act of public enemy, pandemic, or epidemic, the parties shall be respectively relieved of their obligations under the Contract and there shall be no claim for damages by either party against the other. Any cost incurred by BOB BURTON CENTER FOR THE PERFORMING ARTS on the behalf of the Permittee, however, shall be the responsibility of the Permittee.

Term

This Contract shall commence on _____ and terminates on _____ unless the parties agree in writing to extend the term.

Termination

The BOB BURTON CENTER FOR THE PERFORMING ARTS shall not be available at any time which might interfere with the educational program or activities of the school on which the theatre is located, and said time will be determined by District personnel. The District reserves the right to prohibit or terminate any activity or use of the BOB BURTON CENTER FOR THE PERFORMING ARTS, or exclude certain school facilities or grounds from non-school use, for legal, safety, or security reasons in District's sole discretion.

III. Summary of Standard Charges

Summary of standard charges that will be estimated before event:

- Hourly Rental Charge
- Hourly Charge for Personnel
- Charges for Rental Equipment Beyond That Included in the Base Rental

Summary of charges that may apply after the event:

- Fees Assessed for Damage or Additional Cleanup
- Additional Equipment Used
- Additional Hours Used in the Theatre
- Additional Personnel Time
- Expendable Materials (i.e., Gaff, Spike, Tie-Line, Gels, etc.)

A minimum of 10% of all monies received for rental of The BOB BURTON CENTER FOR THE PERFORMANCE ARTS and its equipment are directly used for the regular maintenance, upkeep, and replacement of said facility and equipment.

Classroom rental fees go directly to that program and their performances (Choir, Dance, etc.)

PAYMENT INFORMATION:

Please make all checks, cashier's checks, and/or money orders out to "Fallbrook Union High School District"

You can send all checks, contracts, and insurance documents to

Fallbrook Union High School Attn:

Shelby Tippin

2400 S Stage Coach Ln. Fallbrook, CA 92028

Permittee's Deposit of \$500 will be credited on Permittee's final invoice.

IV. THEATRE GENERAL RULES

1. Theatre Director will mandate the minimum amount of crew needed for a Permittee's show due to safety reasons.
2. Please remember when booking the Theatre to think about all the call times Permittee will need. Late added calls or changes to calls cannot always be made.
3. Theatre staff must do any and all rigging required for Permittee's event. Rigging is highly dangerous and for safety and insurance reasons must be done by Theatre staff. (Exception is the flying of persons, which must be contracted out separately and approved by BOB BURTON CENTER FOR THE PERFORMING ARTS.)
4. If Permittee paints on the stage, or in the shop, Permittee must clean it up or Permittee will be charged an extra custodial fee. Please be aware of this when building Permittee's sets and during load in. Painting must be pre-approved by the Theatre Director.
5. The Theatre Director must approve any crew running sound or lighting before they are allowed into the tech booth or onto the catwalks.
6. If used, follow spot positions must be manned by Theatre staff members or by Permittee's staff members that have been approved by the Theatre Director.
7. Please be aware the Theatre will need to be locked during the time the Theatre staff takes its lunch. As the Theatre Director, or a mutually agreed upon designee, must be in the Theatre when Permittee personnel are in the theatre, it is best to arrange a time for Permittee's crew to take lunch at the same time as the Theatre crew.
8. Theatre staff will bring the Theatre to rep plots and linesets after strike, in preparation for the next permittee or District use. (Charged to Permittee: actual hours required to restore plots.)
9. Permittee will be invoiced for, or need to replace, all expendable materials used. (i.e., Gels, Tapes, Tie-Line, Wire Rope, etc.)
10. Theatre doors will open at the agreed upon call time. Also, students and parents will not be allowed into the Theatre until the individual in charge has arrived.
11. Please do not expect to be let into the Theatre before Permittee's contracted time. Theatre staff may be in the Theatre beforehand to do pre-event checks and make sure the Theatre is prepared before the Permittee arrives.
12. Foyer bathrooms are not for use during rehearsals (as custodial is not included).
13. If rosin is to be used on the stage or in the Theatre facility, Permittee will be required to clean it up or Permittee will be charged an extra custodial fee.
14. No glass, flame, or pyrotechnics are allowed on stage.
15. Fog machines and/or hazers may be used with either water or oil-based fluids that meet industry safety standards.
16. Please keep any food items to easy cleanup items in Theatre areas. No food is allowed in the house seating area at all. Please limit liquids to water only in the house.
17. Directions from all house staff must be followed.

Incorporation of Recitals and Attachments. The Recitals and each Attachment hereto are hereby incorporated herein by reference.

ACCEPTED AND AGREED on the date indicated below:

Dated: _____

Dated: _____

**FALLBROOK UNION HIGH SCHOOL
DISTRICT:**

Permittee:

By: _____

By: _____

Print Name: _____

Print Name: _____

Print Title: _____

Print Title: _____

ATTACHMENT 2
BOB BURTON CENTER
FOR THE PERFORMING ARTS

I _____ have read the "BOB BURTON CENTER FOR THE PERFORMING ARTS Fee Schedule and Rental Policies." I understand the Fee Schedule and Rental Policies for the Theatre. I understand that the \$500.00 Deposit is non- refundable and that it will be applied to any balance due for the rental of the facility.

I am authorized on behalf of the applicant/organization to sign this application for the use of District facilities and thereby obligate the applicant for any fees or charges.

Signed: _____ Date: _____

Title: _____

Permittee Info:

Organization: _____

Contact Person: Phone Number: _____

Email: _____

Mailing Address: _____

**ATTACHMENT 3
CIVIC CENTER ACT**

The undersigned states that, to the best of his or her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means; That, the organization on whose behalf he or she is making application for use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of his or her knowledge, it is not a Communist action organization of Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.

Print Name Here

Signature

ATTACHMENT 4
Community Relations
USE OF SCHOOL FACILITIES

Part I - Statement of Information

The undersigned, as duly authorized representative for _____ states that, to the best of their knowledge, the District property for use of which application is hereby made will not be used to the commission of any crime or any act which is prohibited by law.

The undersigned further declares that, _____, the organization on whose behalf he/she is applying for the use of District property, upholds and defends the Constitutions of the United States and the State of California.

Signed: _____

Organization if applicable: _____

Date: _____

Part II - Proof of Non-Profit Status

Proof of nonprofit status must be submitted with the application to obtain the reduced rate. Any of the following is acceptable evidence of nonprofit status:

- (a) a reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code;
- (b) a copy of a currently valid IRS tax exemption certificate;
- (c) a statement from a State taxing body, State Attorney General, or other appropriate State Official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals;
- (d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes nonprofit status;
- (e) any of the above proof for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate. If proof is not attached, you will be charged the Fair Rental Value.

ATTACHMENT 5

Fallbrook Union High School District Maintenance, Operations, and Transportation Department Conference Rooms/Classrooms Rules and Precautions

1. No food of any kind allowed in the facility unless approved.
2. No gum or tobacco products allowed in or around the facilities.
3. No dogs or other pets allowed in the facilities.
4. No paints, chalk, permanent markings allowed. Banners allowed only with prior approval.
5. If using the cafeteria:
 - a. No one is allowed in the kitchen area for ANY reason without written permission from the director of food services.
 - b. Do not touch any monitors, equipment or kitchen equipment for ANY reason.
6. If using a classroom:
 - a. Please leave the room as you found it.
 - b. Do not move desks unless given prior permission to do so.
 - c. No one is allowed the use of school computers in the classroom for ANY reason.
 - d. Please respect the classroom and teacher whose classroom you are borrowing.
 - e. Do NOT touch, move or remove any of the items left by the classroom teacher.
 - f. Permittee is responsible for ANY items missing after the event.
7. Please pick up any trash, cups, plates, etc. and deposit into trash receptacles.
8. Please always supervise children.

Initials: _____

ATTACHMENT 6
PAYMENT INFORMATION:

Please make payment within 30 days of receipt of Permittee's Final Invoice. Make all checks out to "Fallbrook Union High School District". You can send all checks, contracts, and insurance documents to

Fallbrook Union High School
Attn: Sharla Larsen
2400 S Stage Coach Ln. Fallbrook,
CA 92028

Deposit is \$500 and will be credited on Permittee's final invoice.