

SEDONA-OAK CREEK JOINT UNIFIED SCHOOL DISTRICT #9
QUESTIONS TO ASK IN RENTING FACILITIES

Name of person talking with: _____ Date/Time: _____

1. Is your organization a Non-Profit, 501©3? Yes _____ No _____
2. If yes, do you have the IRS determination letter? Yes _____ No _____
3. Will admission be charged? Yes _____ No _____
4. Which location wanting to rent? BP _____ WSS _____ HS _____ PAC _____
5. Which facility wanting to rent? _____
6. # of attendees _____
7. Name of Organization holding event? _____
8. Address of Organization holding event? _____
9. Representative, who has the authority to financially obligate the organization, and who will be signing the contract? _____
10. Title of that representative? _____
9. Phone # of contact person(s)? _____
10. Fax # of organization? _____
11. Email address of contact person(s)? _____
12. Tax ID# (if applicable)? _____
13. Date(s) of event? From: _____ to: _____
14. Hours of event: Access to building (set up): _____ Exit time: _____
15. Certificate of Insurance? _____ yes _____ no
16. What kind of event will be held (ie play, musical, dancers, band(s), etc.)? _____

17. What is the title of your event? _____
18. Do you need to rent the piano? _____ yes _____ no
19. Will you need the video/screen? _____ yes _____ no
20. Back of the house needed? _____ yes _____ no

21. Any special needs/requests (ex: tables, chairs, etc.)? _____

22. Any special set up requirements? _____

23. Do you have any questions/comments that have not been covered? _____

Below is a copy of the insurance clause within the contract. Proof of insurance must be provided no later than 1st of the month prior to the event taking place.

INSURANCE REQUIREMENTS

Licensee shall maintain and pay all premium costs for the following insurance coverage's in amounts not less than specified throughout the duration of the Term:

Statutory Workers' Compensation including Employer's Liability Insurance, subject to limits of not less than \$1,000,000, affording coverage under the Workers Compensation laws of the State of Arizona, for all of Licensee's personnel.

Commercial General Liability Insurance for limits of not less than \$1,000,000 per occurrence Bodily Injury and Property damage combined; \$1,000,000 per occurrence Personal and Advertising Injury; \$1,000,000 aggregate Products and Completed Operations Liability; \$1,000,000 Fire Legal Liability, and \$1,000,000 general aggregate limit per event. The policy shall be written on an occurrence basis.

Licensee shall have its above-described liability policies endorsed to name S.P.A.C., Sedona-Oak Creek Unified School District, and their respective affiliated entities as "Additional Insured" with respect to any and all claims arising from Licensee's operation. Further, coverage for the "Additional Insured" will apply on a primary basis irrespective of any other insurance, whether collectible or not, only to the extent of the named insured's liability. Should any additional premium be charged for such coverage's or waivers, the named insured will be responsible to pay said additional premium charge to their insurer.

Licensee will deliver to S.P.A.C. satisfactory evidence of the afore described insurance coverage on a certificate form prior to facility use and no later than ~~XXXXXXXXXXXX~~. All required insurance will be placed with carriers licensed to do business in the State of Arizona and rated no lower than A-1 in the most current edition of A.M. Best's Property Casualty Key Rating Guide and will provide thirty (30) days written notice of cancellation or non-renewal which notice shall be forwarded to the "Additional Insured's."

The insurance obligations stated in this section are independent of, and shall not be affected by the scope or validity of, any other indemnity or insurance provisions in other sections of this Agreement.

Licensee will ensure that all of its contractors (including, without limitation, permitted sponsors solicited by Licensee) who will be entering the Venue to engage in any business activity (including, without limitation, sampling, distributing, vending or other commercial activity) will comply with the foregoing insurance requirements and provide satisfactory evidence thereof by **XXXXXXXXXX**.

Do you have a schedule of your event and/or a rider of what is needed for your event (ie tables, chairs, mic(s), podium, etc.)?

If not, we can go over this information later once the contract is completed but, any additional time above and beyond what has been quoted for additional set-up/tear down will be charged to you.