



Palo Alto College Aquatic & Athletic Pre Contract Info

Please fill out all info to help expedite the contract process

- In order to have an event reserved at the Aquatic & Athletic Center the certificate of insurance must be submitted six (6) weeks prior to any event.
- **Facility Rental Fees:**
 - *Gym*
 - \$25.00 half court per hour
 - \$50.00 full court per hour
 - *Soccer Field*
 - \$35.00 per hour
 - *Pool*
 - TBD with Aquatic Director
- **Alamo Colleges mandatory fees associated with rental:**
 - *Custodial Fee:* \$22.50 per hour (Minimum of 2 custodial)
 - *Police Dept./Security Fee:* \$35.00 per hour (4-Hour minimum & Minimum of 2 DPS Officers)
 - *Event Supervisor:* \$18.00 per hour
 - *Event Clean Up:* \$200.00 (150ppl. – 200ppl.)

Organization – Exact legal name

Full Name: _____

Tax ID: _____

Notices to Organization (if different from point of contact)

Full Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____



Organization Authorized Signatory (if different from point of contact)

Full Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Invoices to Organization (if different from point of contact)

Full Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

❖ Event Dates

Event date(s): _____

Timeframe(s) - if different for each day please specify

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Time							

Description of Event:

Setup:

Setup Date: _____

Carpet (yes or no): _____ Time carpet needs to be setup (if applicable): _____

How many tables (if applicable): _____ How many Chairs (if applicable): _____



❖ **Certificate of Insurance (COI)**

Organization shall, at the time of execution of this agreement, provide Alamo Colleges with a copy of a certificate of insurance evidencing all applicable required policies which must list “Alamo Community College District” as a NAMED ADDITIONAL INSURED and beneficiary of contractual indemnification coverage and waiver of subrogation.

WORKERS’ COMPENSATION	STATUTORY
EMPLOYER’S LIABILITY	
Each Accident (bodily injury)	\$1,000,000.00
Policy Limit (bodily injury by disease)	\$1,000,000.00
Each Employee (bodily injury by disease)	\$1,000,000.00
 GENERAL COMMERCIAL LIABILITY	
General Aggregate	\$2,000,000.00
Each Occurrence (bodily injury/property damage)	\$1,000,000.00
Each Occurrence (personal injury/advertising injury)	\$1,000,000.00
Each Occurrence (Damage to Premises Rented To You)	\$300,000.00

****If Certificate of Insurance is not provided six (6) weeks prior to reserved date, then the event may need to be rescheduled.**