

PROJECT ASSIGNMENT: Santa Rosa High School Softball Scoreboard

This Project Assignment (“Project Assignment”) is entered into as of February 28th, 2024 (“Effective Date”) by and between SANTA ROSA HIGH SCHOOL DISTRICT (“District”) and I. A Kuster Construction Inspection (“IOR”) pursuant to the Agreement for Project Inspector Services (“Agreement”) between the District and Contractor dated February 28th, 2024. By this reference, the Agreement is incorporated herein as if set forth in full.

1. Project Description.

Install new scoreboard at existing softball field. Improvements to the accessible parking stalls.

2. IOR Services to be Provided.

DSA Project inspection services as set forth in DSA IR A-8 and the applicable sections of the California. The Building Standards Code at 4-hour increments for each day inspections are required on site. IOR assumes based on the scope of the approved plans, DSA will not require full time coverage in order. to provide continuous inspection for the project. The 4-hour increments will also include weekly meetings, DSA field trips, communication with the design team, coordinating special inspection and testing by the Lab of Record, completing and sending required reports to DSA and review of project documents such as RFI and submittals.

3. Project Schedule and Project Term.

I.A Kuster – Feb- June 2024. The project timeline should not require more than 6 days of inspections for completion. The six days at 4-hours per day is 24 total hours.

4. Project Budget.

\$130,000.00

5. IOR Budget, Compensation and Payment.

The 24 hours at the billable rate of \$140 per hour equals a not-to-exceed maximum of \$3,360. Payment shall be made monthly per approved invoice.

6. Special Conditions and/or Miscellaneous Provisions.

If the contractor chooses to perform work on weekends and/or federal holidays that requires inspection by IOR and/or the Lab of Record, a rate of 1.5 times the regular hourly rate of \$140 will be billed against the not-to-exceed budget in 4-hour increments.

IN WITNESS WHEREOF, the Parties hereto have executed this Project Assignment as of the Effective Date.

IOR:

I.A Kuster Construction Inspection

DocuSigned by:
By: Isaac Kuster
A10A98DC656C49B...
Name: Isaac Kuster
Title: OWNER
Date: 2/9/2024

DISTRICT:

Santa Rosa High School District/City of Santa Rosa
Elementary School District

By: _____
Name: _____
Title: _____
Date: _____

EXHIBIT B

SANTA ROSA CITY SCHOOLS

INSPECTOR'S DAILY REPORT

Contract No.:	T.I.P. Number:	Inspector:	Day:	Date:
DSA Application No.:	Package No.:	Increment No.:		

High Temp:	AM Conditions:	PM Conditions:
Low Temp:		

Effects of Weather on Items of Work					
Items of Work	No Affect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% of Work Day	No Work All Day	Remarks
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	

Accidents (Check One): ☐ No ☐ Yes See Accident Report Dated:	
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[illegible]

Contractor(s) and Personnel

No.	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime	Supt			Foreman			Operators			Laborers		
2.	Sub/Utility	Supt			Foreman			Operators			Laborers		
3.	Sub/Utility	Supt			Foreman			Operators			Laborers		

Contractor(s) Equipment (Active or Idle)

Contr/ Sub No.	Equipment Description	Number of Pieces	Number Used	Total Hours Used

Material Description	Quantity	Remarks

Special Inspector Activities

Details of Daily Operations:

Inspection Details (Items Checked/Results/Corrective Actions):

Traffic Control Review:

Inspector's Signature

**PROPOSAL FOR DSA INSPECTOR OF RECORD
SERVICES FOR SANTA ROSA CITY SCHOOLS
2024 SRHS NEW SOFTBALL SCOREBOARD PROJECT**

I.A. KUSTER CONSTRUCTION INSPECTION

P.O. BOX 4600

SANTA ROSA, CA 95402

(707) 322-8138

dsa.inspector@gmail.com

February 8th, 2024

**Attention: Erik Oden
Director of Maintenance and Operations**

**Santa Rosa City Schools
211 Ridgway Avenue
Santa Rosa, CA 95401**

PROJECT PROPOSAL

Based on the project scope shown on the DSA approved plans provided via email on February 2nd, 2024 by Santa Rosa City Schools (District) for the Santa Rosa High School Softball Field Scoreboard project (DSA application #01-121214), I.A Kuster Construction Inspection (IOR) proposes the following for DSA inspection services:

DSA Project inspection services as set forth in DSA IR A-8 and the applicable sections of the California Building Standards Code at 4-hour increments for each day inspections are required on site.

IOR assumes based on the scope of the approved plans, DSA will not require full time coverage in order to provide continuous inspection for the project. The 4-hour increments will also include weekly meetings, DSA field trips, communication with the design team, coordinating special inspection and testing by the Lab of Record, completing and sending required reports to DSA and review of project documents such as RFI and submittals.

The project timeline should not require more than 6 days of inspections for completion. The six days at 4-hours per day is 24 total hours.

The 24 hours at the billable rate of \$140 per hour equals a not-to-exceed maximum of **\$3,360**.

IOR assumes that project schedule may change prior to project start or at some point during the project and will be agreeable to adjustment of the above fee structure as negotiated with District based on those changes.

If the contractor chooses to perform work on weekends and/or federal holidays that requires inspection by IOR and/or the Lab of Record, a rate of 1.5 times the regular hourly rate of \$140 will be billed against the not-to-exceed budget in 4-hour increments.

If the above proposal is acceptable to Santa Rosa City Schools, please sign below and return to IOR.

DocuSigned by:			
		2/8/2024	
A10A98DC656C49B...			
Isaac Kuster (IOR)	Date 2/8/2024	District Representative	Date



Analysis and Recommendation

Project Name: Santa Rosa High School Softball Field	Estimated Budget: \$3,360
Requestor: Marcus Armstrong Brown	Request Date: 02-08-24
BoE Call for Bid/RFP Approval Date: N/A	DSA#: #01-121214

Summary of Services Requested

IOR assumes based on the scope of the approved plans, DSA will not require full time coverage in order to provide continuous inspection for the project. The 4-hour increments will also include weekly meetings, DSA field trips, communication with the design team, coordinating special inspection and testing by the Lab of Record, completing and sending required reports to DSA and review of project documents such as RFI and submittals.

Vendor Name	Quote Amount	DIR #	Pre Qual. Status: Not Applicable
I.A Kuster Construction Inspr	\$3,360	N/A	N/A

Recommendation Summary

Approve I.A Kuster Construction Inspection proposal to provide DSA inspection oversight for Santa Rosa High School Softball Field Scoreboard Project for \$3,360.

Required Attachments:

☐ Form 01

☒ Submitted Quotes

RFP/Bid Documents ☐ Attached ☐ See Recommendation Summary

Approver Use Only

Notes

DIR Project Creation: ☐ Project to be Registered with DIR (Projects Over \$25,000) ☐ Not Applicable

Budget Source:

_____ - 0 - _____ - _____ - _____ - _____ -	Amount \$: _____
_____ - 0 - _____ - _____ - _____ - _____ -	Amount \$: _____
_____ - 0 - _____ - _____ - _____ - _____ -	Amount \$: _____
_____ - 0 - _____ - _____ - _____ - _____ -	Amount \$: _____

_____	Bond Program Manager	_____	Date
_____	Executive Director of Facilities, Maintenance & Operations	_____	Date
	District PM Initial		Budget Tech Initial



Quotation

Quote #: Q-05899-1
Created Date: 2/29/2024 11:26 AM
Expiration Date: 5/29/2024

CyberReef Solutions
415 Texas Street, Suite 300
Shreveport, LA 71101
(318) 497-7230

Ship To
Santa Rosa City Schools
211 Ridgway Ave
Santa Rosa, CA 95401
United States

Bill To
Santa Rosa City Schools
211 Ridgway Ave
Santa Rosa, CA 95401
United States
bgonzales@srcs.k12.ca.us

CyberReef Sales Representative	Phone	Email
Laura Pfender	(318) 218-1376	laura.pfender@cyberreef.com

Service	Description	Quantity	Unit Price Per Bill	Total Price Per Bill
MobileWall Education	Service Term: 3/1/2024 - 7/31/2024 - CIPA Filtering	20.00	\$25.00	\$500.00

Quote Total for 5 Months¹: **\$500.00**

¹ Excludes applicable taxes.

Quote Primary Contact: Beatrice Gonzales, 707-975-1288, bgonzales@srcs.k12.ca.us
Carrier Rep Name: Nancy Titone EOB1D

Notes:

Signature:

Effective Date:

By signing this quote document, you are agreeing to the CyberReef Terms and Conditions at: www.cyberreef.com/tcs

Contract	
DUE BACK BY:	Mar 14, 2024
CM Contract #	5055
Date of Contract:	Feb 7, 2024

**Fax back to
Community Matters
707-823-3373**

**Contract
between**

Community Matters - A California Not For
Profit Corporation

and Santa Rosa City Schools

P. O. Box 14816
Santa Rosa, CA 95402
PH: 707-823-6159 **FAX: 707-823-3373**
Vendor ID #
hereinafter referred to as "CM"

211 Ridgway Ave
Santa Rosa CA 95401
707-890-3800
hereinafter referred to as "Client"

This Contract details the responsibilities of the above parties relative to the services listed below.

CM Will Deliver the services outlined below:

Service Code	Service Name and Description	Cost
RP-SKILLS-2 DAY	Restorative Practices Skills and Circles Training - 2 Day	\$7,200.00
	For: Santa Rosa City Schools Santa Rosa CA	
	On: June 10-11, 2024	
	Times: 2 days, 6.5 hours direct instruction per day	
	Deliverables: 1) Provide a 2-day Restorative Practices training for 25 - 35 Middle and Elementary School Administrators who work directly with students to implement Restorative Practices.	
	2) Provide program materials for all training participants.	
	Community Matters Grant: 23 BA UASI RJP Services	-\$7200.00
	Service Subtotal:	\$0.00
RP-ADMIN	Restorative Practices for Administrators	\$4,100.00
	For: Santa Rosa City Schools Santa Rosa CA	
	On: May 17, 2024	
	Times: 1 day, 6.5 hours direct instruction	
	Deliverables: 1) Provide a 1-day training for 25 - 35 High School Administrators with oversight/responsibility for restorative practices, school safety, school climate, discipline and suspensions.	
	2) Provide program materials for all training participants.	
	Community Matters Grant: 23 BA UASI RJP Services	-\$4100.00
	Service Subtotal:	\$0.00

Contract	
DUE BACK BY:	Mar 14, 2024
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Fax back to
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707-823-3373

RP-ADMIN	Restorative Practices for Administrators	\$4,100.00
For:	Santa Rosa City Schools	Santa Rosa CA
On:	April 12, 2024	
Times:	1 day, 6.5 hours direct instruction	
Deliverables:	1) Provide a 1-day training for 25 - 35 Middle and Elementary School Administrators with oversight/responsibility for restorative practices, school safety, school climate, discipline and suspensions. 2) Provide program materials for all training participants.	
	Community Matters Grant: 23 BA UASI RJP Services	-\$4100.00
	Service Subtotal:	\$0.00
RP-SKILLS-2 DAY	Restorative Practices Skills and Circles Training - 2 Day	\$7,200.00
For:	Santa Rosa City Schools	Santa Rosa CA
On:	June 12-13, 2024	
Times:	2 days, 6.5 hours direct instruction per day	
Deliverables:	1) Provide a 2-day Restorative Practices training for 25 - 35 High School Administrators who work directly with students to implement Restorative Practices. 2) Provide program materials for all training participants.	
	Community Matters Grant: 23 BA UASI RJP Services	-\$7200.00
	Service Subtotal:	\$0.00
RP-CONF	Formal Restorative Conferencing	\$7,200.00
For:	Santa Rosa City Schools	Santa Rosa CA
On:	June 12-13, 2024	
Times:	2 days, 8 hours per day, typically 8:00-4:00 PM (includes 1/2 hour for lunch)	
Deliverables:	1) Provide a 2-day Restorative Conferencing training for 15-20 Restorative Response Specialists staff members who will be facilitating or administering Formal Restorative Conferences. 2) Provide program materials for all training participants. Prerequisite: Participants must have prior experience with Restorative Practices (RP), either completing our 2-day RP Skills/Circles training or related experience.	
	Community Matters Grant: 23 BA UASI RJP Services	-\$7200.00
	Service Subtotal:	\$0.00

Contract	
DUE BACK BY:	Mar 14, 2024
CM Contract #	5055
Date of Contract:	Feb 7, 2024

Fax back to
Community Matters
707-823-3373

RP-SUST-FD	Strengthening and Sustaining a Restorative School Culture - Full Day Training	\$4,100.00
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For: Santa Rosa City Schools	Santa Rosa	CA
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On: June 14, 2023

Times: 1 day, 6.5 hours direct instruction
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Deliverables: 1) Provide a 1-day Restorative Practices training for **25 - 35 Restorative Response Specialists** staff members previously trained in Restorative Practices.
 2) Provide program materials for all training participants.

Community Matters Grant: 23 BA UASI RJP Services	-\$4100.00
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Service Subtotal:	\$0.00
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Contract	
DUE BACK BY:	Mar 14, 2024
CM Contract #	5055
Date of Contract:	Feb 7, 2024

Fax back to
Community Matters
707-823-3373

Client Will fulfill the following obligations:

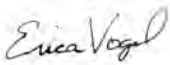
- **Ensure a school or district employee will provide supervision at all times when the CONSULTANT has contact with pupils.**
- **Return this contract by 3/14/2024 to guarantee CM's availability for the Service(s) on the above date(s). Otherwise, all prior agreements may be voided.**
- Provide a suitable facility for training, as outlined in the "Training Room Requirements" attachment.
- Provide necessary supplies and equipment, as outlined in the "Training Supplies, Equipment and Logistics" attachment.
- Perform the duties and fulfill the responsibilities specified in the Grant Application submitted to CM, which is hereby a requirement of this Contract, including having school sites complete the following data collection items:

Payment for Services: Client agrees to pay CM, in US funds, the following fees for delivery of the services outlined above:	Total Price:	\$33,900.00
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Rescheduling or Cancellation: Once this contract is signed, if Client cancels or reschedules the service, Client will be held responsible for 50% of the regular price of the service. If Client cancels or reschedules within 2 weeks of the date of the service, Client will be held responsible for 100% of the regular price of the service.	Total Awards	-\$33,900.00
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Grant funded services: The Client, not the funder, will be held responsible for the above fees. The funder will be informed of any reschedule or cancellation requests. This could affect grant funding in subsequent years.	Grand Total:	\$0.00
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Upon receipt of signed contract or as specified herein, CM will invoice client for the items described above. Client agrees to pay such invoice(s) **in full upon receipt**.

Signatures	
For Community Matters	For Client
	Signature: _____ Date: _____
Erica Vogel	Name: _____ Title: _____
Date: 2/24/2024	Organization: Santa Rosa City Schools

- Attachments**
- ☒ CM Contract Terms
 - ☒ Billing Information Sheet - please **complete** and **return** with this Contract
 - ☒ Training Room Requirements - please give this to the person handling training logistics.
 - ☒ Training Supplies, Equipment and Logistics - please give this to the person handling training logistics.

CONTRACT / SERVICE SITE TERMS for 2023-24 School Year

By signing the preceding page of the Community Matters (CM) Contract, Client further agrees to comply with the following Terms and Requirements. These Terms and Requirements also apply to all Recipient sites receiving services included in this Contract.

Program Commencement and Invoicing:

Program delivery commences upon receipt of the signed contract. Program delivery includes access to program materials, pre- and post-training coaching and technical assistance by Community Matters staff and the on-site or virtual training delivery. Invoices are sent upon receipt of the signed contract by Community Matters.

Rescheduling and Cancellation:

Once the contract is signed, if Client cancels or reschedules the service, Client will be held responsible for up to 50% of the regular price of the service. If Client cancels or reschedules within 2 weeks of the scheduled training dates, Client will be held responsible for up to 100% of the regular price of the service. Client is responsible for travel fees incurred up to the time of cancellation.

COVID-19: If the client is forced to cancel or reschedule due to last minute pandemic related changes in the school structure, Community Matters will work with the client to avoid or mitigate any cancellation or rescheduling fees.

Grant funded schools: *The client, not the funder, will be responsible for cancelation or postponement fees.*

Preparation Tasks:

Prior to scheduled training, CM provides designated staff at Recipient site(s) ("Program Advisor") with coaching and support directly related to planning, preparation & successful execution of the program. Proper preparation is critical and makes it possible for CM to provide our highest level of service and ensure success. This includes, but is not limited to, providing suitable working space(s), recruiting and preparing participants (as appropriate), providing supplies & equipment, and printing participant handouts provided by CM, unless noted otherwise.

If Client fails to complete or fulfill any of these requirements, CM may (at its sole discretion), at any point up to and including the first day of the training, postpone the training. In such a situation, Client agrees to pay CM the fees specified in Rescheduling or Cancellation above. *Client agrees that CM shall not be liable for costs or consequences beyond its control, including but not limited to COVID related issues, weather conditions, traffic or travel delays.*

Liability for Services:

Client agrees to indemnify, defend, and hold harmless CM from all claims, damages, or liabilities arising from the service(s), provided however that the foregoing indemnification and hold harmless shall not apply to any claims, damages, or liability arising solely from the negligence or willful misconduct of CM or its agents.

CM agrees to indemnify, defend, and hold harmless Client from all claims, damages, or liabilities arising from the service(s), provided however that the foregoing indemnification and hold harmless shall not apply to any claims, damages, or liability arising solely from the negligence or willful misconduct of Client or its agents.

Non-Disclosure of Program Materials & Training:

As required for delivery of service(s), CM will provide information and/or training materials for participants. Client acknowledges that said information and materials, and the training delivery and sequence, are the result of extensive research and effort expended by CM and that same are considered by CM to be proprietary and a trade secret. Client warrants that neither its employees, agents, nor participants in the service(s) will provide, duplicate, or recreate any portion of the materials or the training received, without the prior express written consent of CM, except as provided below.

SSA ONLY: *Program Advisors at Recipient sites are provided with program materials as part of the Safe School Ambassadors Program. CM hereby grants Recipient site a limited and non-exclusive license to use these materials at and only at the school site receiving the program. Materials are not to be copied for any person(s) who are not serving as Safe School Ambassadors, Family Group Facilitators, or Program Advisors.*

Recording: Any audio, photographic or video recording of the service(s) is expressly prohibited, except for public relations purposes; total length of recorded segments may not exceed 15 minutes without prior written permission from CM.

Restorative Practices Supplies, Equipment and Room Configuration

To ensure a successful workshop, please make the following arrangements. If you have any questions about any of these requirements, please contact us.

1) Supplies needed:

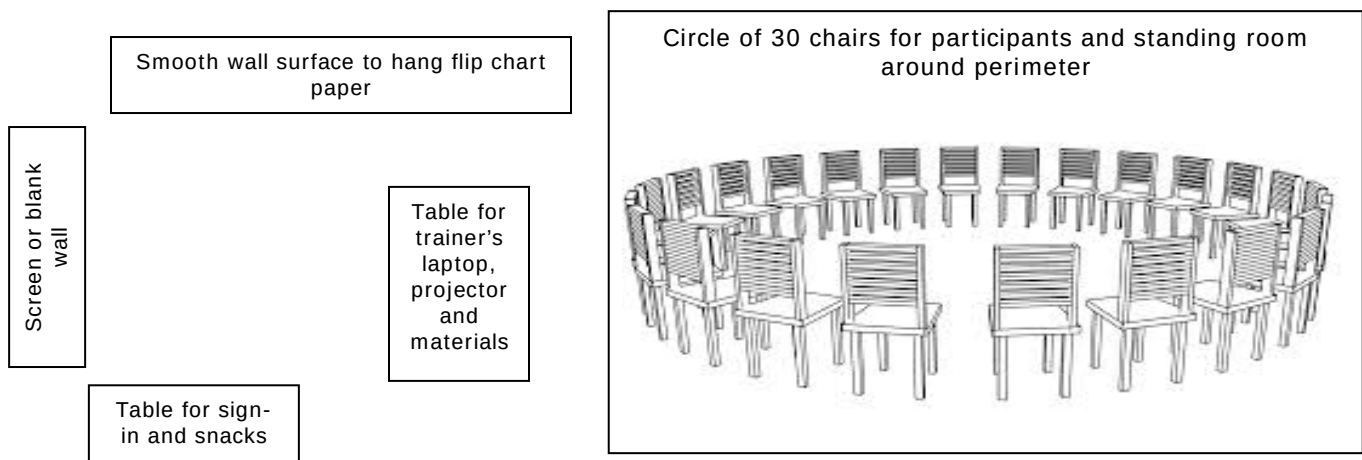
- ☐ Participant Handouts - 1 set per participant (originals for copying provided by Community Matters)
 - o PDF of Powerpoint slides
 - o Training Handout packet
- ☐ 1 full pad of self-sticking flipchart paper (approximately 2' wide x 3' tall)
- ☐ Pencils or pens for participants
- ☐ Variety of colored markers, broad tip
- ☐ 3x5 multi-colored index cards
- ☐ Nametags for each participant
- ☐ 8 pads of 3" x 3" post-it notes

2) Equipment needed:

- ☐ LCD Projector and screen
- ☐ Laptop (As back up)
- ☐ Adequate sound system and microphone
 - ☐ For presenter
 - ☐ Video/Power Point presentation (speakers for video)

3) Room Requirements/Configuration: The room requirements depend on the number of participants in the workshop. When choosing the room, please consider the following needs:

- ☐ **Access to the room:** 1-hour prior and 30 minutes post training
- ☐ **Room size & setup:** Large enough to seat 30 participants in circle of chairs, with 2 additional medium/large tables, 1 for trainer's laptop, projector and materials and 1 for sign-in and to hold snacks if provided.
- ☐ **Lighting:** Appropriate for sharing PowerPoint and video



**Fax or e-mail to
Community Matters**

To: Finance Dept. **From:** _____

Fax: 707-823-3373 **Phone: 707-823-6159** _____

Date: _____ **Re: Billing information** _____

Please fill in the following information and return by fax or e-mail.

School/District name: _____

What organization should be billed for this service?

Name _____

Department _____

Address _____

City, State, Zip _____

Accounts Payable Email _____

Accounts Payable Contact _____

A/P Ph # _____ A/P Fax# _____

Do you use a purchase order or requisition to process invoices and payments?

- () No
() Yes – Please fax or email to Community Matters prior to service
() I have initiated a P.O.
() P.O.# has been issued # _____

Do you have any other special billing requirements or procedures?

If you have your own school/district contract/agreement or any other documents that need to be completed, please send to cmacct@community-matters.org



FACILITIES USE & EVENT SERVICES
Santa Rosa Junior College
1501 Mendocino Avenue, Santa Rosa, CA 95401
(707) 535-3776 E-mail: districtfacilitiesuse@santarosa.edu

Cover Sheet

ATHLETIC FACILITY USE APPLICATION

Applications for individual use cannot be considered. A valid business license or proof of non-profit status from the IRS or California Secretary of State must accompany applications from businesses or organizations.

Application Due Dates

Applications (and additional required documents) are due ***no later than***:

20 working days before the date of the event for the following:

- Athletic events
- Fund Raising events

10 working days before the date of the event for all other uses.

Applications will not be accepted before the following dates:

April 1: Summer semester (June - July)
July 1: Fall semester (August - December)
November 1: Spring semester (January - May)

No priority will be given to applications received in advance of these dates.

An application is processed in the order received after District classes and activities are scheduled. If the required documents and the \$35* check for the Processing Fee are not received with the application, it will not be processed until the documents and check are received.

Fees

- **Processing Fee** is \$35 (non-refundable). The Processing Fee is due when the Application is submitted.
- **Change Order Fee** of \$25 is charged for any change after the permit is issued, e.g. date change, room change, media, food service, tables/chairs, etc.
- **Room Rental Fee/Equipment and other Rental Fees/Personnel Costs** will be invoiced and the total is due on receipt and no later than 14 working days from date of invoice.

Cancellation Policy

Cancellations must be submitted in writing by 5:00 p.m. at least four working days in advance of scheduled use. If cancellation is not received within four working days, the organization will be responsible for all costs.

Invoice

- After your application is approved, a permit will be sent and will include estimated costs.
- The invoice with actual costs and additional fees, if applicable (e.g. charges for damage to equipment, facilities), will be sent the week after the event and will be due 14 working days after receipt of invoice.

Thank you in advance for your timely submittal of applications. If you have any questions, please call Facilities Use & Event Services, (707) 535-3776, or e-mail districtfacilitiesuse@santarosa.edu.

[reset](#)[Print](#)

FACILITIES USE & EVENT SERVICES

Santa Rosa Junior College

1501 Mendocino Avenue, Santa Rosa, CA 95401

(707) 535-3776 E-mail: districtfacilitiesuse@santarosa.edu☐ \$35 Processing fee attached
Non-refundableOn Campus ☐Non Profit ☐ # _____*Proof of status is required*Profit ☐

ATHLETIC FACILITY USE APPLICATION

Name of Organization/Department _____

Billing Address _____

Daytime Phone _____ Cell/Bus. Phone _____ Email _____

Authorized Representative _____ Title _____

Facility Requested	Day	Dates	Entry Time	Exit Time	Event Time
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Attach additional sheets for more dates.

Purpose of Use (Be Specific): _____

Amount charged per person \$ _____ Proceeds used for _____

Concession Service: ☐ Yes ☐ No (see policy below) _____ Estimated Attendees
(Participants & spectators)

• **Apply 20 working days in advance:** Applications for use of District Athletic facilities should be filed at least twenty working days in advance of intended use to give ample time for determining availability, processing certificates of insurance, processing lifeguard certificates (where applicable), and scheduling SRJC personnel. Applications will not be accepted earlier than the semester before the event is to be held: April 1 for Summer requests (June - July), July 1 for Fall requests (August - December), and November 1 for Spring requests (January - May), and are processed in the order received after District classes and activities are scheduled. Applications for individual use cannot be considered.

• **Insurance/Liability Requirement:** A certificate of insurance naming the Sonoma County Junior College District as additionally insured must be submitted to the Community Education Office before a permit may be issued. We will contact you for the insurance certificate once your application has been approved. The organization agrees to hold the Sonoma County Junior College District, its Governing Board, the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property. Facilities must be protected from damage and mistreatment. Rooms and grounds shall be left in a clean and orderly fashion, all trash placed in appropriate receptacles, and furniture and equipment to original configuration. In cases where District property has been damaged or abused, the cost of repair or replacement will be included in the final invoice to the department or organization.

• **Concession Policy:** All concessions for events held at the District's Athletic Facilities will be operated by SRJC's PE/Dance/Athletics department unless concession staff are unavailable. In that case, sponsors may be allowed to provide their own concessions but may not use SRJC concession booths.

• **Personnel Costs Associated with Rental:** The District may assign personnel to an event, including security, custodial, technical, supervisory or other as needed. The department or organization will be billed, and agrees to pay, for personnel at current overtime rates and in an amount sufficient to cover all costs to the District. The organization agrees to abide by directives issued by District supervising staff in regard to health and safety compliance issues.

• **Athletic Equipment:** Complete all applicable pages of the application. Incomplete applications will not be processed.

• **Parking:** User understands that parking permits are required, Monday-Sunday, 24 hours a day. Daily permits at \$4.00 per car are available from the ticket dispensing machines in each lot. Overnight parking, including parking and use of recreational vehicles, is prohibited. User may not charge their patrons for parking.

I have read, understand, and agree to all rules and regulations.

Authorized Signature _____ Date _____

This is an application for use only. If approved, a permit will be mailed to the above address.



FACILITIES USE & EVENT SERVICES

Santa Rosa Junior College

1501 Mendocino Avenue, Santa Rosa, CA 95401

(707) 535-3776 E-mail: districtfacilitiesuse@santarosa.edu

ATHLETIC FACILITY USE APPLICATION

SPECIAL NEEDS: (e.g.: Outdoor setup; additional tables and chairs placed outside classroom or in lobby). Be specific. Please indicate any special room setup needs below. Special setup needs are handled by SRJC's Facilities Department. SRJC departments complete a *Service Request* form and submit it to Facilities Operations. For organizations, an estimate of costs for this service will be included with your permit should your application be approved.

☐ Tables/Chairs: \$8/Table; \$1/Chair, plus delivery charge. # _____ Tables # _____ Chairs

☐ BAILEY FIELD

Available with facility; no additional cost

Please check all that apply.

- | | | |
|---|--|---------------------------------------|
| ☐ Restrooms | ☐ Pole Vault Pit/Standards | ☐ Hurdles |
| ☐ Goal Post Pads | ☐ Starting Block | ☐ Ticket Booth |
| ☐ Player Benches | ☐ High Jump Pit/Standards - <i>Crossbars are NOT provided</i> | |
| ☐ Press Box (West) | | |

Fees for additional equipment/services (fees are per day unless otherwise indicated)

Please check all that apply.

- | | | |
|---|---|--|
| ☐ Stadium Lighting: \$20/hr | ☐ End Zone Pylons: \$10 | ☐ Premium Hurdles: \$20 |
| ☐ Playing Field Lined: \$35/hr | ☐ PA Sound System: \$50 | ☐ Premium Starting Blocks: \$20 |
| ☐ Down Markers: \$10 | ☐ Field Flagging: \$10 | ☐ Lap Counter/Bell: \$10 |
| ☐ Sideline Markers: \$10 | ☐ Field Distance Markers: \$10 | ☐ Lane Markers: \$10 |
| ☐ Bertolini Press Box (East): \$25 | ☐ Equipment Cart: \$10 | ☐ Player Locker Rooms: \$25 ea. |
| ☐ Scoreboard: \$50 (<i>must make appointment with Athletics to be trained</i>) | | |

☐ QUINN SWIM CENTER

- ☐ Both pool and locker room ☐ Outdoor pool only (without locker room)

• Copies of lifeguard, CPR, and first aid certifications must be submitted to the Community Education office with your application. A lifeguard must be present at each pool in use.

☒ Swim Center Facility Staff (required): \$65/hr (Required)

Pool Rules (*Please initial that you have read and understand*) _____

1. No one is allowed to enter the pools until the lifeguards are present on the pool decks. _____
2. Glass containers are not allowed in the Quinn Swim Center. _____
3. Do not bring food or beverages into the building. Bottled water is acceptable, but only in plastic containers. _____
4. The pool phone is for emergency use only. It does not dial out except for 911 or campus departments. _____
5. Do not sit or tug on the lane lines _____
6. Lifeguards with valid lifeguard, CPR, and first aid certificates must be present during event. Copies of certificates must be submitted with application. _____

Available with facility; no additional cost

Please check all that apply.

- ☐ Locker Rooms/Restrooms ☐ Pool Flags ☐ Lane Lines

Fees for additional equipment/services (fees are per day unless otherwise indicated)

Please check all that apply.

- ☐ Premium Lane Lines \$25 ☐ PA Sound System \$25 ☐ Scoreboard \$10



FACILITIES USE & EVENT SERVICES
Santa Rosa Junior College
1501 Mendocino Avenue, Santa Rosa, CA 95401
(707) 535-3776 E-mail: districtfacilitiesuse@santarosa.edu

ATHLETIC FACILITY USE APPLICATION

☐ HAEHL PAVILION

Available with facility; no additional cost

Please check all that apply.

☐ Basketball Goals ☐ Restrooms

Fees for additional equipment/services (fees are per day unless otherwise indicated)

Please check all that apply.

☐ Locker Rooms: \$25 for both ☐ Bleachers: \$20 each side ☐ PA Sound System: \$50
☐ Volleyball Nets/Standards: \$25 ☐ Conference Room: \$25 ☐ Ticket Booth: \$50
☐ Padded Team Player Chairs: \$1/Chair/ 30 chairs available # needed: _____
☐ Badminton Net/Standards: \$25 ☐ Scoreboard/Scorer's Table: \$50, plus \$46/hr cost of SRJC technician

☐ TAUZER GYMNASIUM (Tauzer Rm 905)

Available with facility; no additional cost

Please check all that apply.

☐ Basketball Goals ☐ Restrooms ☐ Bleachers

Fees for additional equipment/services (fees are per day unless otherwise indicated)

Please check all that apply.

☐ Locker Rooms \$25 each

☐ **DANCE STUDIO (Tauzer Rm 951)** Capacity: 35
Wooden floor—No shoes; Has mirrors and a bar on one wall

☐ Locker rooms: \$25/hr each
☐ Music system: \$15/hr
☐ Curtain setup/take down: \$100/hr
☐ Staff to run lighting equipment: \$46/hr
☐ Set up chairs
☐ Other needs _____

☐ **WRESTLING (MAT) ROOM (Tauzer Rm 958)** Capacity: 35
No shoes—Floor covered with thin hard mats.

Wrestling Room Rules _____

(Please initial that you have read and understand)

☒ Mandatory cleaning charge \$46 (weekend events \$92)

☐ SYPHER FIELD/For baseball

This facility is available during the months of December - June 14 only.

☒ Field preparation is mandatory for this facility; cost is \$50/hr.

Available with facility; no additional cost

Please check all that apply.

☐ Restrooms ☐ Bases

Fees for additional equipment/services

Please check all that apply.

(fees are per day unless otherwise indicated)

☐ Press Box/PA Sound: \$35 ☐ Scoreboard: \$35
(Technician required)

☐ SYPHER FIELD/For soccer

This facility is available during the months of June 15 - November only.

☒ Field preparation is mandatory for this facility; cost is \$50/hr

Available with facility; no additional cost

Please check all that apply.

☐ Goals/nets ☐ Restrooms

☐ PRACTICE FIELD (Football/Soccer)

Available with facility; no additional cost

Please check all that apply.

☐ Restrooms

☐ PUTTING GREEN

Available with facility; no additional cost

Please check all that apply.

☐ Restrooms

☐ SOFTBALL FIELD

☒ Field preparation is mandatory for this facility, cost is \$50/hr.

Available with facility; no additional cost

Please check all that apply.

☐ Restrooms ☐ Bases



Alliant International University
California School
of Education

MEMORANDUM OF UNDERSTANDING
Between
ALLIANT INTERNATIONAL UNIVERSITY, INC. A CALIFORNIA PUBLIC BENEFIT
CORPORATION
And
SANTA ROSA CITY SCHOOLS

Alliant International University, Inc., a California Public Benefit Corporation (the “University”), and Santa Rosa City Schools (the “District”) agree to the following conditions that apply to Practicum Students, Student Teachers, and Teacher Interns (collectively, “Interns”) who are or will be enrolled in the Teacher Credential Program, the MA/PPS: School Psychology Program or School Counseling Program through the California School of Education at Alliant International University and will be serving their Practicum or Internship in the District. Interns nominated by either the University or the District shall be mutually acceptable by both the University and the District, and shall be subject to a mutually acceptable placement within the District. This Memorandum of Understanding shall become effective March 01, 2024 for a period of three (3) calendar years. This Memorandum of Understanding may be terminated by either party with sixty (60) days’ written notice, unless both parties agree to an earlier termination date. Any termination of the Memorandum of Understanding by either party shall not affect the status of any Intern who has been placed with the District prior to the effective date of termination.

The University agrees and certifies that:

1. Each Candidate shall have met the Basic Skills Requirement by way of California Basic Educational Skill Test (CBEST) or other exam option, coursework option, or combination option and, for Student Teachers and Teacher Interns, required subject matter competency is required prior to Clinical Practice clearance for Student Teachers (Clinical Practice III) or Intern (Clinical Practice I).
2. Each Candidate shall possess a minimum of a Bachelor’s Degree, documented by official transcripts with a minimum overall GPA of 2.5. Candidates must have a minimum of 3.0 GPA to be recommended for a credential (Intern, Preliminary, or Clear).
3. Each Teacher Intern shall have a minimum of 120 hours of verified pre-service experience with students in educational settings. Each School Psychology Intern shall have a minimum of 450 hours of verified Practicum Experience and 1200 hours of Culminating Field Experience or Internship, and each School Counseling Intern shall have a minimum of 100 hours of verified Practicum Experience and 800 hours of Culminating Field Experience or Internship.
4. Each Teacher Intern and/ or Student Teacher candidate shall have passed U.S. Constitution coursework or examination.
5. Each Candidate shall be provided adequate supervision, advice, encouragement and support, as appropriate, by University personnel, including but not limited to the University faculty and the University field supervisor as directed by the California Commission on Teacher Credentialing Standards.

6. University Supervisors will observe and evaluate Teacher Interns via the AMS at least three (3) times during an 8-week term and provide annotated feedback via the AMS for the video observation(s).
7. Alliant Personnel will correspond with District Employed Supervisors, District Support Providers (Interns) and Cooperating Teachers (Student Teachers) at the beginning of the Candidate's field experience in order to support the Candidate.
8. For Teacher Education programs, District Support Providers will be required to provide support and guidance an average 5 hours per week documented using Alliant's matrix/tool as aligned with the Teacher Performance Expectations (TPE) established by the Commission on Teacher Credentialing (CTC).
9. The University agrees to pay a stipend to Cooperating Teachers for Student Teachers in the amount of \$175 per 8-week term.
10. The University understands that all Student Teacher Candidates, Interns, and PPS Candidates are required to adhere to all state and local health orders.
11. If the University finds that an Intern performs below standards acceptable to the University, after appropriate support and advice have been exhausted and the Intern has been withdrawn from the program, the University is to provide immediate written notification to the District.

FINGERPRINT

The University shall comply with the requirements of California Education Code Section 45125.1, and perform the following acts:

- A. Require all students and employees of University who may enter a school site during the time that pupils are present to submit their fingerprints in a manner authorized by the California Department of Justice (the "CDOJ");
- B. Prohibit students and employees of University from coming into contact with pupils until the CDOJ has ascertained that the student or employee has not been convicted of a felony as defined in California Education Code Section 45122.1;
- C. Certify in writing to the District that neither University nor any of University's employees or students who may enter a school site during the time that pupils are present have been convicted of a felony as defined in California Education Code Section 45122.1 and provide such certification to the District administrator for this contract; and
- D. Provide a list of the names of University's students and employees who may have contact with pupils to the District administrator for this contract. This list shall be updated for student and employee changes and shall list students and employees by appropriate school site.
- E. The District may require the University and its students who may have contact with pupils to submit to additional background checks at the District's sole and absolute discretion

TB CLEARANCE

University certifies that all personnel providing services to students of the District are adequately screened so as to prevent the assignment of personnel who may pose a threat to the safety and welfare of students and that such personnel shall provide evidence of freedom from tuberculosis within the past sixty (60) days before starting service at the school site. TB Clearance is required at the point of Clinical Practice I clearance for California Student Teachers and Arizona Alternative Educators.

The District agrees and certifies that:

1. The purpose of the Internship Program is to add to the pool of qualified teachers, school psychologists, or school counselors that the District has continually sought to maintain.

2. The District and the University, in partnership, will ensure School Counseling candidates meet with their supervisor for one (1) hour of individual or one-and-one half (1.5) hours of small group (limited 8 candidates per group) supervision per week.
3. The District and the University, in partnership, will ensure that Site Supervisors for School Counselors meet the following qualifications: (1) Possession of a valid PPS School Counselor Credential (2) Minimum of two (2) years PPS experience as appropriate to the candidate's fieldwork setting. (3) The supervisor is responsible to undergo training in models of supervision, the SCPEs, and program fieldwork requirements and share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment and verification of candidate competence.
4. The District and the University, in partnership, will ensure that the Site Supervisors for School Psychologists meet the following qualifications: (1) Possession of a PPS School Psychologist Credential (2) Minimum of three (3) years of experience as professional in the field. (3) Knowledge of context and content appropriate to the practicum experience.
5. The Intern's services shall meet the instructional or service needs of the District.
6. The District and Student Teacher or Intern agree to provide quality educational experience to their students through in-person learning environments. Online schools, independent study programs, and home schools are prohibited as placements for Interns. When candidates are teaching at online schools, independent study programs, or home schools, the required experience may be challenging and, in some cases, impossible to achieve. Program must consider if the employment setting is appropriate for learning to teach and if the program will ensure that the Interns, Student Teachers, PPS candidates can get the significant experiences required to complete their course work in their programs. This includes the ability to teach whole groups of students. Decisions regarding fieldwork placements, including placements as a teacher of record, are the responsibility of the program, not the candidate nor the employer.
7. The District and Student Teacher or Intern understand they will be requested to use Video Progress Assessments, Teacher Candidates are required to show their ability to conduct a lesson to, at minimum, a small group of at least 4 students.
8. Each Intern shall be assigned as an Intern/Teacher of Record under a contract with an appointment of at least .60 FTE of their workday, and placed in a job that shall allow for substantial experience in instructional or service duties.
9. No appointment shall be made unless the prospective Intern provides proof of fingerprint clearance of a criminal background check or a photocopy of a California teaching permit, and verification that they are free from tuberculosis.
10. No Intern shall displace any fully credentialed employee in the District.
11. Each Intern shall be provided adequate supervision, advice, encouragement and support, as appropriate, by District personnel, including but not limited to both an immediate field supervisor and an in-district mentor as directed by the California Commission on Teacher Credentialing Standards.
12. The District and the University, in partnership, must provide support for each Alliant candidate.
13. For Teacher Education the District and University, in partnership, must provide a minimum of 189 hours annually of support for each teacher intern (45 hours of which will be dedicated to ELL support).

14. The Intern's salary shall not be reduced to pay for the supervision of the Intern.
15. The District/School agrees that Student Teacher Candidates shall not receive compensation for hours accrued during their Clinical Practice field experiences.
16. District Support Providers will correspond with Alliant Personnel at the beginning of the candidate's field experience in order to support the candidate.
17. The District Support Provider will support and provide guidance for an average of 5 hours per week as documented using Alliant's matrix/tool as aligned with the Teacher Performance Expectations (TPE) established by the Commission on Teacher Credentialing (CTC).
18. District Site Support Providers must hold credentials in the same exact areas as the Interns they support and/or hold a valid, clear California Administrative Services Credential.
19. All Intern Teachers and Student Teachers must have experience working with diverse student populations including English Language Learners (ELLs), students with disabilities, and students from varying socioeconomic statuses. For Clinical Practice placements, 10% of each area of the student population must be comprised of each of the following: ELLs, students with disabilities, and students from a low socioeconomic background. If a candidate is in a Clinical Practice placement that falls short of the 10% threshold in any of the aforementioned areas, the District understands that for each percentage point below that threshold, the candidate will be required to observe for two (2) full days in either an ELL classroom, a Special Education classroom, or a classroom at a Title 1 school, depending on the area or areas, of deficient diverse student population group(s), to gain sufficient experience in those student population groups.
20. District Support Providers for Interns, and Cooperating Teachers for Student Teachers must have a minimum of three (3) years' teaching experience, have a clear Credential in the credential area they are supervising (or a valid clear California Administrative Service Credential).
21. The program provides district-employed supervisors a minimum of 10 hours of initial orientation to the program curriculum, adult learning theory, and current content specific pedagogical and instructional practices, as well as to effective supervision approaches such as cognitive coaching. To facilitate district-employed supervisors meeting program expectations, the program ensures that district-employed supervisors remain current in the knowledge and skills necessary for effective candidate supervision.
22. Should an Intern or Student Teacher subject to this MOU fail to adhere to any of the above expectations, District will work with the University attempt to reach a mutually acceptable outcome. If a mutually acceptable outcome cannot be reached between District and the University, District reserves the right to release any Intern or Student Teacher.
23. If the District finds that an Intern performs below standards acceptable to the District, after appropriate support and advice have been exhausted and is removed from the paid Intern position by the District, the District is to provide immediate written notification to the University.

INSURANCE

Alliant International University, Inc. shall maintain commercial general liability insurance from an insurance carrier with an AM Best rating of A- VII or better in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate, and shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Memorandum of Understanding. Further, University agrees to maintain sexual misconduct liability insurance, at \$2,000,000 for each victim, and \$4,000,000 for each policy year.

The District shall provide and maintain commercial general liability insurance acceptable to Alliant International University, Inc., or utilize a program of self-insurance in the minimum amounts of \$1,000,000 combined single limit,

\$3,000,000 general aggregate, and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Memorandum of Understanding.

The parties understand and agree that Interns are not employees, contractors or agents of the parties. Interns are students of the University. It is understood and agreed that the University's students are not to be considered employees of the District and therefore students are not eligible for worker's compensation insurance under the District but that the University does maintain worker's compensation insurance for student coverage.

NON-DISCRIMINATION, HARASSMENT, RETALIATION CLAUSE

The University and the District agree to abide by the requirements of all federal and state laws regarding prohibited discrimination, harassment, and retaliation, as well as equal opportunity, including, but not limited to: Titles VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1975, the Americans with Disabilities Act of 1990, the Equal Pay Act, the Fair Employment & Housing Act of 1968, as amended, the California Unruh Civil Rights Act, the California Fair Pay Act, and the California Fair Employment & Housing Act of 1959, as amended.

The University and the District agree not to discriminate in their enrollment and employment practices, and will render services under this Memorandum of Understanding without regard to an individual's age, race, color, religion, creed, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), sexual orientation, gender, gender expression, gender identification, national origin, ancestry, genetic information, military or veteran status, political affiliation, disabilities, or any other legally protected status. The University and the District will not permit harassment against individuals based on any of the aforementioned characteristics, nor will they permit retaliation against any individual who makes a good faith complaint regarding discrimination or harassment. Any act of discrimination, harassment, or retaliation committed by the University or the District or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Memorandum of Understanding.

MUTUAL HOLD HARMLESS AND INDEMNIFICATION; LIMITATION OF LIABILITY; STUDENT STATUS

The University shall hold harmless, defend and indemnify the District and its officers, employees, and agents from and against any and all losses, demands, claims, damages (including costs and attorneys' fees), or causes of action arising from any negligent act or omission or willful misconduct of the University, its officers, employees, or student teachers, incurred in the performance of this Memorandum of Understanding, but only in proportion in and to the extent that such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the University, its officers, employees and agents.

The District shall hold harmless, defend and indemnify the University and its officers, employees, and agents from and against any and all losses, demands, claims, damages (including costs and attorneys' fees), or causes of action arising from any negligent act or omission or willful misconduct of the District, its officers, employees, or agents, incurred in the performance of this Memorandum of Understanding, but only in proportion in and to the extent that such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the District, its officers, employees and agents.

Except for the indemnifying party's obligations pursuant to the immediately preceding two paragraphs or the other party's gross negligence or willful misconduct: (i) neither party shall be liable to the other party for any special, incidental, consequential, indirect or punitive damages (including loss of (anticipated) profits), and/or reasonable attorneys' fees and costs, arising in any way out of this Memorandum of Understanding, however caused and on any theory of liability.

Subject to the first two paragraphs of this section, a party shall have no liability to the other party for any loss suffered which arises out of any action or inaction if, in good faith, it is determined that such course of conduct was

in the best interests of the parties involved and such course of conduct did not constitute gross negligence or intentional misconduct.

The parties to this Memorandum of Understanding hereby assert that no liability is assumed by either party for damages or injuries which arise from participants independently traveling to or from service sites.

The parties understand and agree that Interns are not employees, contractors or agents of the parties. Interns are students of the University. It is understood and agreed that the University's students are not to be considered employees of the District and therefore students are not eligible for worker's compensation insurance under the District but that the University does maintain worker's compensation insurance for student coverage.

The parties to this Memorandum of Understanding also agree that each is responsible only for the actions of their respective officers, agents, and employees. Neither party hereto is to be considered the agent of the other party for any purpose whatsoever, and neither party has any authority to enter into any contract or assume any obligation for the other party or to make any warranty or representation on behalf of the other party.

CONFIDENTIALITY

The parties acknowledge that many student educational records are protected by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended ("FERPA"), and that the permission of students must be obtained before student data can be released to anyone.

The parties' mutual understanding on the treatment of Confidential Information (as defined below) is as follows:

1. The District and the University shall not, and shall not permit any of their respective employees, agents or contractors, to use, reproduce, distribute, publish, disclose, transmit or otherwise transfer, directly or indirectly, to any other person, organization or entity, any Confidential Information of the other party (or any portion thereof), except (i) to the extent necessary to perform its obligations to the other party in connection with this Memorandum of Understanding; or (ii) with the prior written permission of the other party. Each party agrees to disclose the Confidential Information of the other party solely to those of its employees, agents and contractors having a good faith need to know such information. Each party shall protect the Confidential Information of the other party by exercising at least the same measures that such party uses to protect its own confidential information of like character, which shall be no less than a reasonable standard of care. Each party shall be held responsible for any and all breaches of this paragraph by or through any employee, agent or contractor of such party. Each party shall (x) inform all employees, agents and contractors having access to any or all of the Confidential Information of the other party of the existence of this Memorandum of Understanding and the confidentiality obligations set forth herein; and (y) take sufficient steps to cause such employees, agents and contractors to observe the confidentiality obligations set forth herein. If either party or one of their employees, agents or contractors is compelled (by deposition, interrogatory, request for documents, subpoena, civil investigation demand or similar process) to disclose any of the Confidential Information of the other party, that party shall provide the other party with prompt prior written notice of such compulsion so that the other party may seek, at its own expense, a protective order or other appropriate remedy or, if appropriate, waive compliance with the terms of this Memorandum of Understanding.
2. As used herein, "Confidential Information" means all confidential information in documents or other tangible materials clearly marked as proprietary or confidential about, or disclosed by, either party to this Memorandum of Understanding, including knowledge, technical and business information relating to such party's products, research and development, production, costs, engineering processes, artwork, designs, computer software, formulas, methods, ideas, concepts, contemplated new services, improvements, associations with other organizations, profit or margin information, finances, customers, suppliers, marketing, and past, present or future business plans and business arrangements, and information concerning employees (including, in the case of the University and the District, faculty), Interns, and

students or prospective students (provided any disclosure relating to any student or prospective student is permitted by and carried out in accordance with FERPA). Notwithstanding the foregoing, no information shall be deemed Confidential Information if such information: (i) is generally known to the public on the date of disclosure of same or becomes generally known to the public after such date through no breach of this Memorandum of Understanding or any other obligation of confidentiality; (ii) was known by the party receiving such information under this Memorandum of Understanding (the "Receiving Party") without any obligation to hold it in confidence at the time of disclosure; (iii) is received by the Receiving Party after the date of disclosure by the other party (the "Disclosing Party") hereunder from a third party without imposition, knowledge or breach of any obligation of confidentiality; (iv) is independently developed by the Receiving Party after the date of disclosure by the Receiving Party without access to Confidential Information of the Disclosing Party; or (v) is approved for release by written authorization of the Disclosing Party.

3. The District and the University acknowledge that the University's use of the internship programs may be subject to the privacy regulations outlined in FERPA, for the handling of such information. The District shall not knowingly disclose Confidential Information to any third party in violation of FERPA. The District represents and warrants that it will comply with FERPA to the extent applicable and will instruct its employees handling Intern student information provided by the University of its obligations under FERPA. The District further agrees that it will prohibit its employees from accessing any records of any student or prospective students at the University, including Interns, without a valid business reason to access such records.

GENERAL TERMS

This Memorandum of Understanding contains all of the terms and conditions between the parties. This Memorandum of Understanding may be revised or modified only by mutual agreement and written amendment signed by both parties.

Each party represents and warrants to the other party that: (i) it has all requisite power and authority to execute this Memorandum of Understanding and to perform its obligations hereunder; (ii) the execution, delivery and performance of this Memorandum of Understanding have been duly authorized and approved by each party, and will not conflict with any agreement of, or law applicable to, such party; (iii) this Memorandum of Understanding is a valid and binding agreement of each party enforceable in accordance with its terms.

In addition to its representations in the immediately preceding paragraph, the District represents and warrants to the University that:

1. it is and will continue to be in compliance all applicable federal, state, and local laws, including without limitation all privacy, data protection, advertising and marketing laws, and contracts;
2. neither it nor any of its affiliates has been debarred or suspended, or engaged in any activity that is cause for debarment or suspension, pursuant to applicable state law; and
3. it shall take any and all actions, or refrain from or cease such actions, as is necessary to maintain the University's reputation, accreditation, state approvals, Title IV eligibility, and academic integrity, including, but not limited to, adherence with the U.S. Department of Education's misrepresentation regulations provided at 34 C.F.R. Part 668 Subpart F.

Neither party may, without written approval of the other, assign this Memorandum of Understanding or transfer its interest or any part thereof under this Memorandum of Understanding to any third party, except that a party may assign its rights or obligations to a third party in connection with the merger, reorganization or acquisition of stock or assets affecting all or substantially all of the properties or assets of the assigning party.

This Memorandum of Understanding constitutes the entire understanding and agreement among the parties hereto with respect to the subject matter hereof, and there are no agreements, understandings, restrictions or warranties among the parties other than those set forth herein provided for.

If any of the sections of this Memorandum of Understanding shall be deemed invalid, void, or for any reason unenforceable, that section shall be deemed severable and shall not affect the validity and enforceability of any remaining section.

Except for ancillary measures in aid of arbitration and for proceedings to obtain provisional or equitable remedies and interim relief, including, without limitation, injunctive relief, any controversy, dispute or claim arising out of or in connection with or relating to this Memorandum of Understanding, or the breach, termination or validity thereof or any transaction contemplated hereby (any such controversy, dispute or claim being referred to as a "Dispute"), shall be finally settled by arbitration administered by Judicial Arbitration & Mediation Services, Inc. ("JAMS"), pursuant to its Comprehensive Arbitration Rules & Procedures (the "JAMS Rules"). The parties understand and agree that, by signing this Agreement, they are expressly waiving, to the fullest extent permitted by law, any and all rights to a trial before a judge or jury or hearing before an adjudicative agency, regarding any disputes and claims which they now have or which they may in the future have that are subject to arbitration under this Agreement. There shall be one neutral arbitrator that shall be mutually agreed to by the parties or, if the parties do not agree, then one shall be appointed pursuant to JAMS's procedures, in each case, within 30 business days of receipt of the demand for arbitration by the respondent(s) in any such proceeding. An arbitration pursuant to this paragraph shall take place in San Diego, California. A final award shall be rendered as soon as reasonably possible. The Arbitrator shall permit both parties to engage in reasonable pre-hearing discovery to obtain information to prosecute or defend the asserted claims. The arbitration decision or award shall be in writing. The arbitrator shall have the authority to award any relief authorized by law in connection with the asserted claims or disputes. Judgment on the decision or award rendered by the arbitrator may be entered and specifically enforced in any court having jurisdiction thereof. All arbitrations commenced pursuant to this Memorandum of Understanding, or any other related agreement or document, shall be consolidated and heard by the initially appointed arbitrator. The arbitration award or ruling shall provide for payment by the losing party of the fees and costs of the arbitration, including without limitation, the reasonable attorneys' fees and attorneys' costs incurred by the prevailing parties.

This Memorandum of Understanding, and any controversy arising out of or relating to this Memorandum of Understanding, shall be governed by and construed in accordance with the internal laws of the State of California, without regard to conflict of law principles that would result in the application of any law other than the law of the State of California.

This Memorandum of Understanding may be executed and delivered by email signature and in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument and each of which may be executed by less than all parties, each of which shall be enforceable against the parties actually executing such counterparts, and all of which together shall constitute one instrument.

The titles and subtitles used in this Memorandum of Understanding are used for convenience only and are not to be considered in construing or interpreting this Memorandum of Understanding.

All notices and other communications given or made pursuant to this Memorandum of Understanding shall be in writing and shall be deemed effectively given: (a) upon personal delivery to the party to be notified, (b) when sent by confirmed facsimile if sent during normal business hours of the recipient, and if not so confirmed, then on the next business day, (c) five (5) days after having been sent by registered or certified mail, return receipt requested, postage prepaid, or (d) one (1) business day after deposit with a nationally recognized overnight courier, specifying next business day delivery, with written verification of receipt. All communications shall be sent to the respective parties at their address as set forth on the signature page hereto, or to such facsimile number or address as subsequently modified by written notice given in accordance with this paragraph.

The Sections titled "Non-Discrimination, Harassment, and Retaliation Clause," "Mutual Hold Harmless and Indemnification; Limitation of Liability; Student Status," "Confidentiality," and "General Terms" shall survive the termination of this Memorandum of Understanding.

The obligations of the parties to this MOU are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care, including, but not limited to, natural disasters, riots, wars, epidemics, pandemics, or any other similar cause.

(Signatures on following page)

IN WITNESS WHEREOF, and intending to be legally bound, the parties have duly executed this Memorandum of Understanding by their authorized representatives as of the date first written above.

Alliant International University, Inc.:

Dr. Kristy Pruitt, Dean	Date
California School of Education	
Alliant International University, Inc.	

Address:

10455 Pomerado Rd.
San Diego, CA 92131

Santa Rosa City Schools:

Santa Rosa City Schools	Date
Address:	
211 Ridgeway Avenue	
Santa Rosa, CA 95401	

EXHIBIT "A"
SCOPE OF SUPPLEMENTAL SURVEYING SERVICES
**HELEN LEHMAN ELEMENTARY SCHOOL
CENTRAL QUAD TOPOGRAPHIC SURVEY**
PREPARED FOR
SANTA ROSA CITY SCHOOLS
PREPARED BY
BRELJE & RACE ENGINEERS
B&R JOB NO. 3099.03
March 1, 2024

1. **Design Survey**

Conduct field surveys, supporting office calculations, and drafting to create design level topographic survey to support the central quad improvements associated with the roofing and HVAC project and generally as depicted on the attached Exhibit B. Topographic mapping within the limits shown will include:

- Building corners
- Grade elevations at exterior doors
- Existing finished floor elevations where possible
- Existing walkways with paired elevations at 15' o.c. for cross slope determination
- Top of curbs at all angle points, BCR, ECR, and at 25' o.c. maximum
- Grade shots through open paving or other areas at 50' o.c. maximum
- Swales or drainage courses
- Hardscape features
- Fences and gates
- Water valve boxes, irrigation boxes, dry utility structures
- Visible surface utility features
- Grade at existing tree trunk with diameter greater than 4" at 4' height, identify species

Mapping to be prepared at a scale of 1" = 10' with a contour interval of 1 foot, on the NAVD88 Datum horizontal and vertical datum. Provide completed mapping in both pdf and AutoCAD format to client and design team for use in design.

2. **Fee**

Our fees for this work will be billed monthly on a lump sum, percentage of completion basis, and will total \$9,000

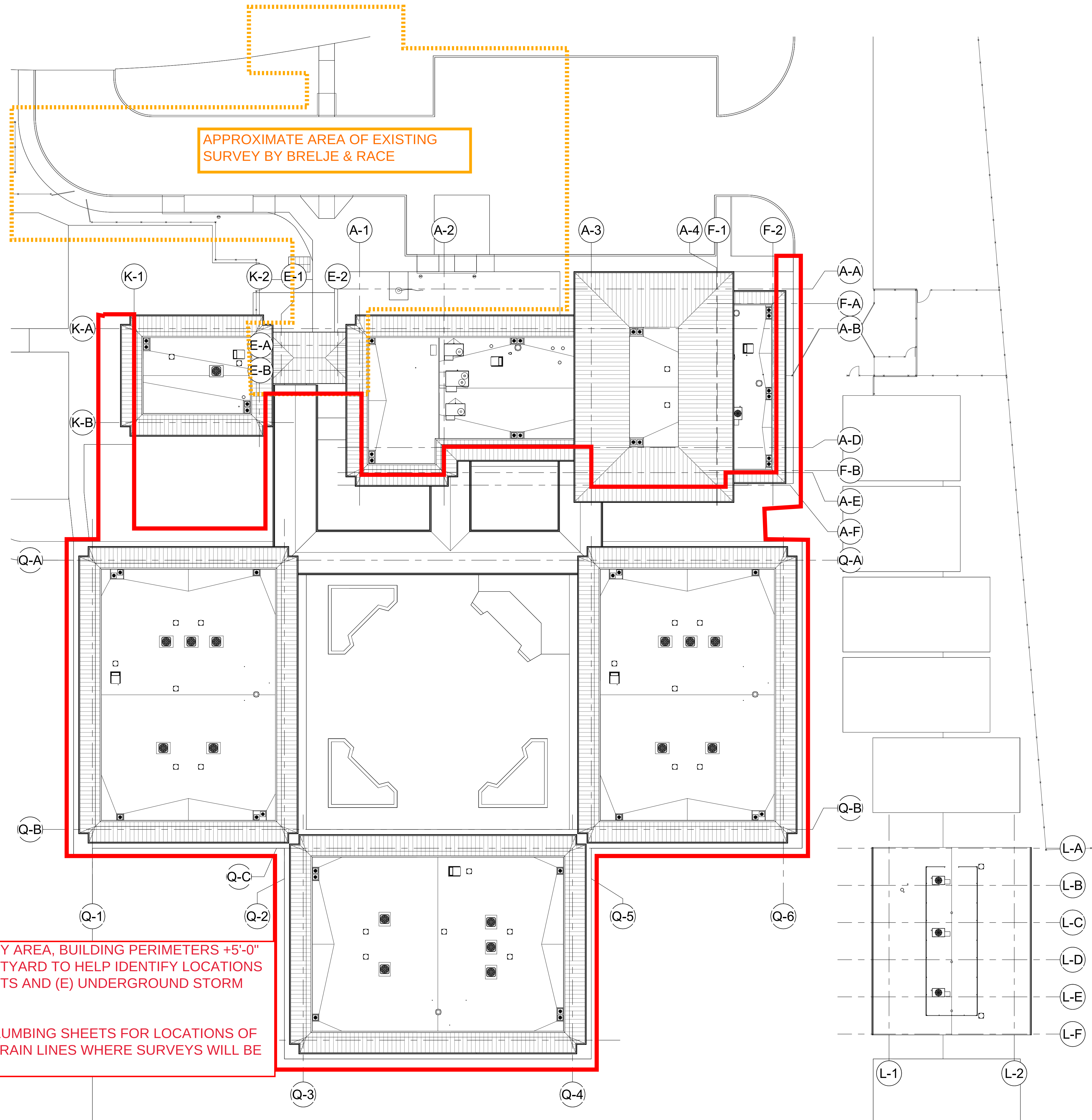
3. **Assumptions and Limitations**

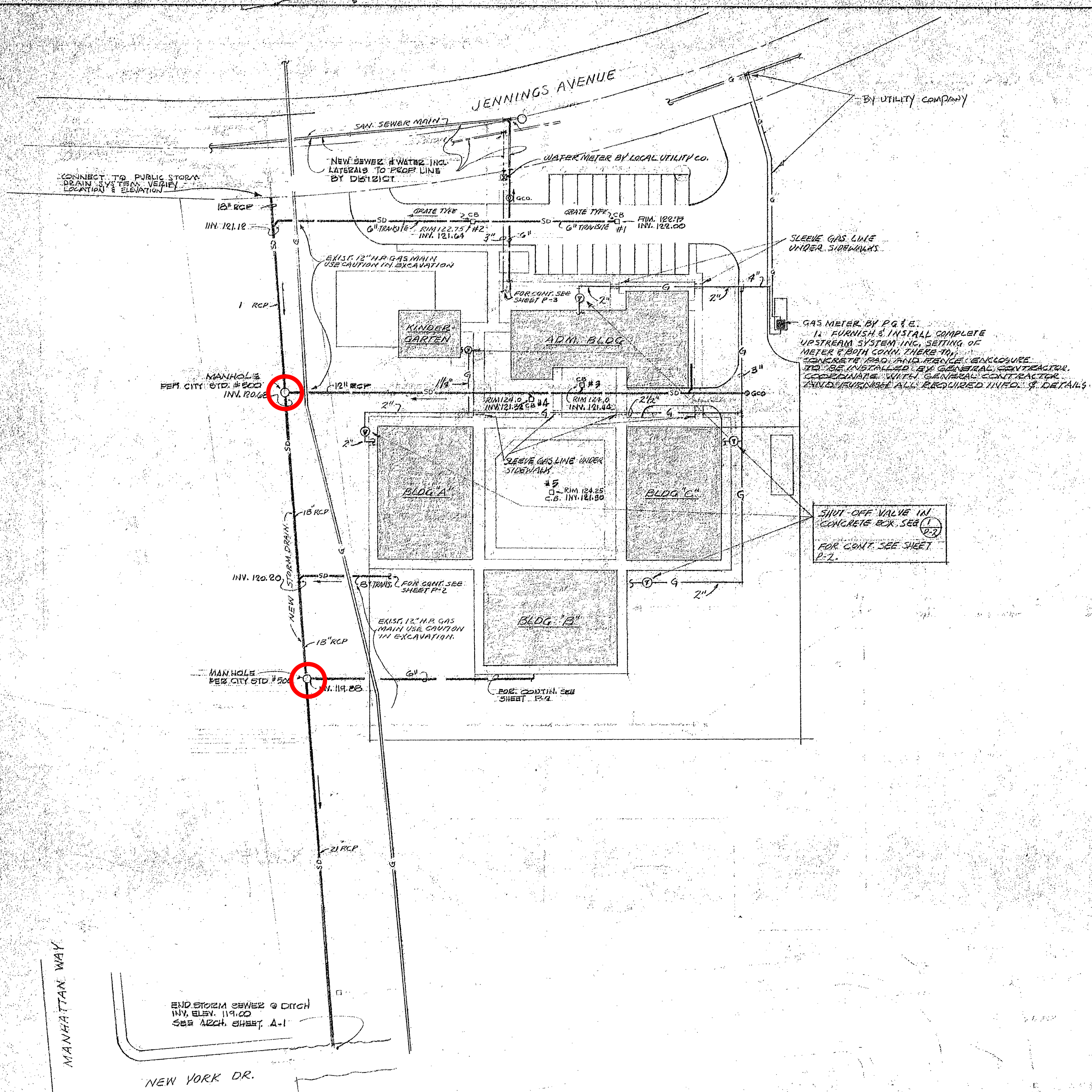
-Survey will include the location and/or size of underground utilities that are shown on the utility survey (by others) provided by the Owner in AutoCAD compatible format.

-Survey will include select sanitary sewer and storm drain structures as shown on Exhibit B that area visible at the surface. Survey will not include features (cleanouts, manholes, drop inlets, etc.) that are obscured by vegetation, debris, or otherwise hidden.

-Topographic survey does not include a boundary survey. Property lines will not be shown on the topographic map.

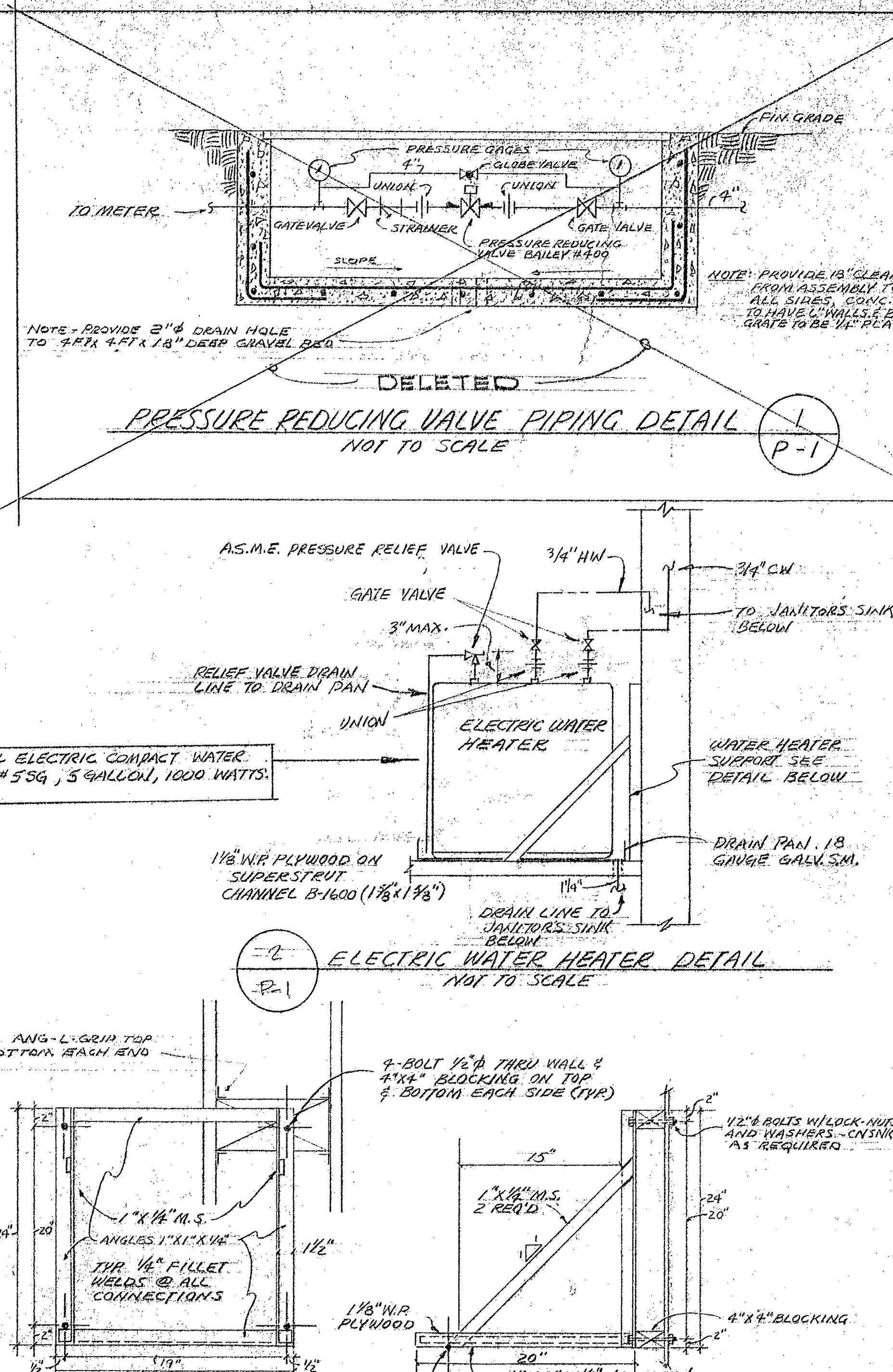
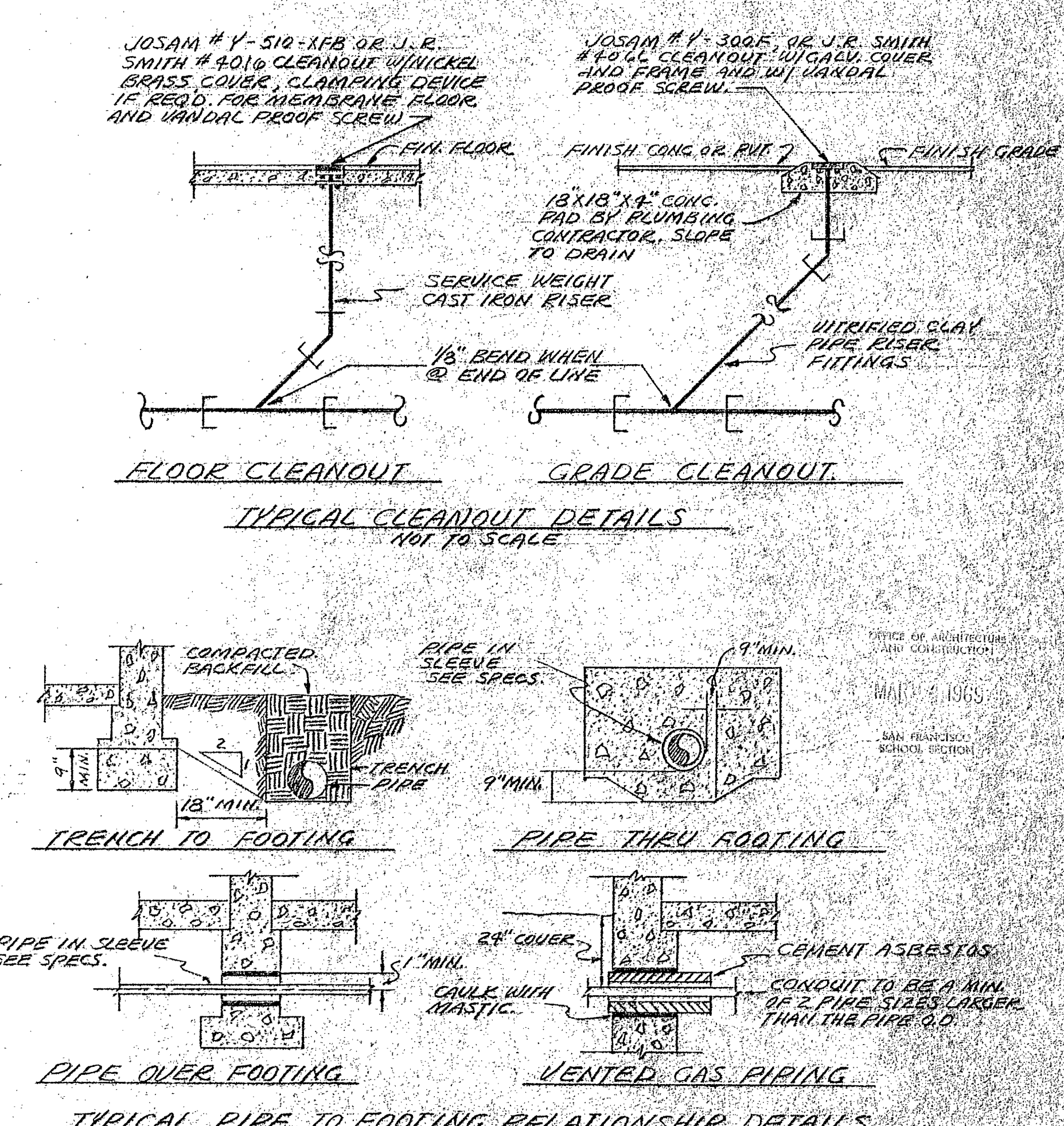
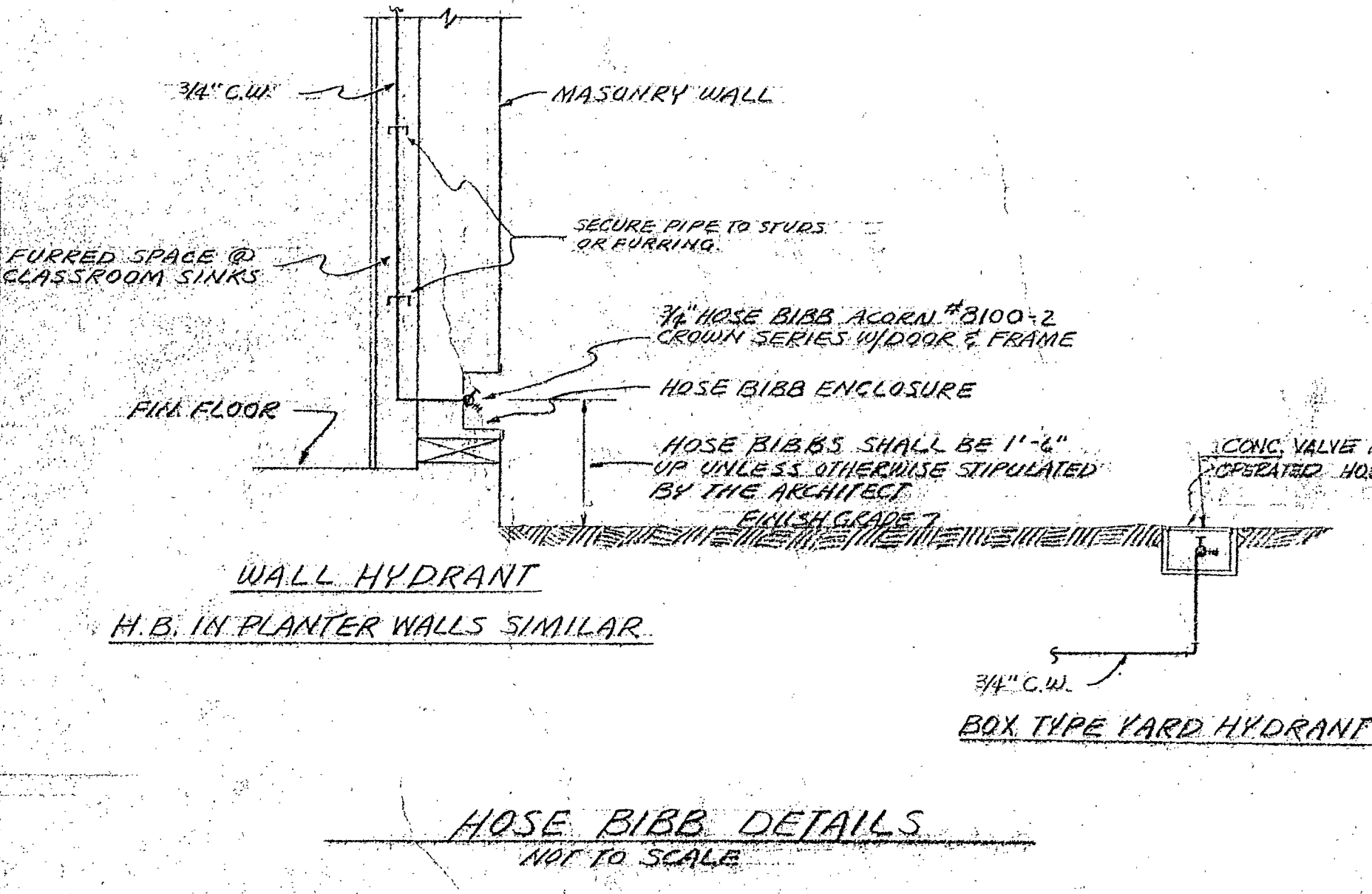
- The Engineers Services Rate Schedule is adjusted March 1 of each calendar year. Any work performed after March 1 of any given year would be subject to adjustment based on the current fee schedule.





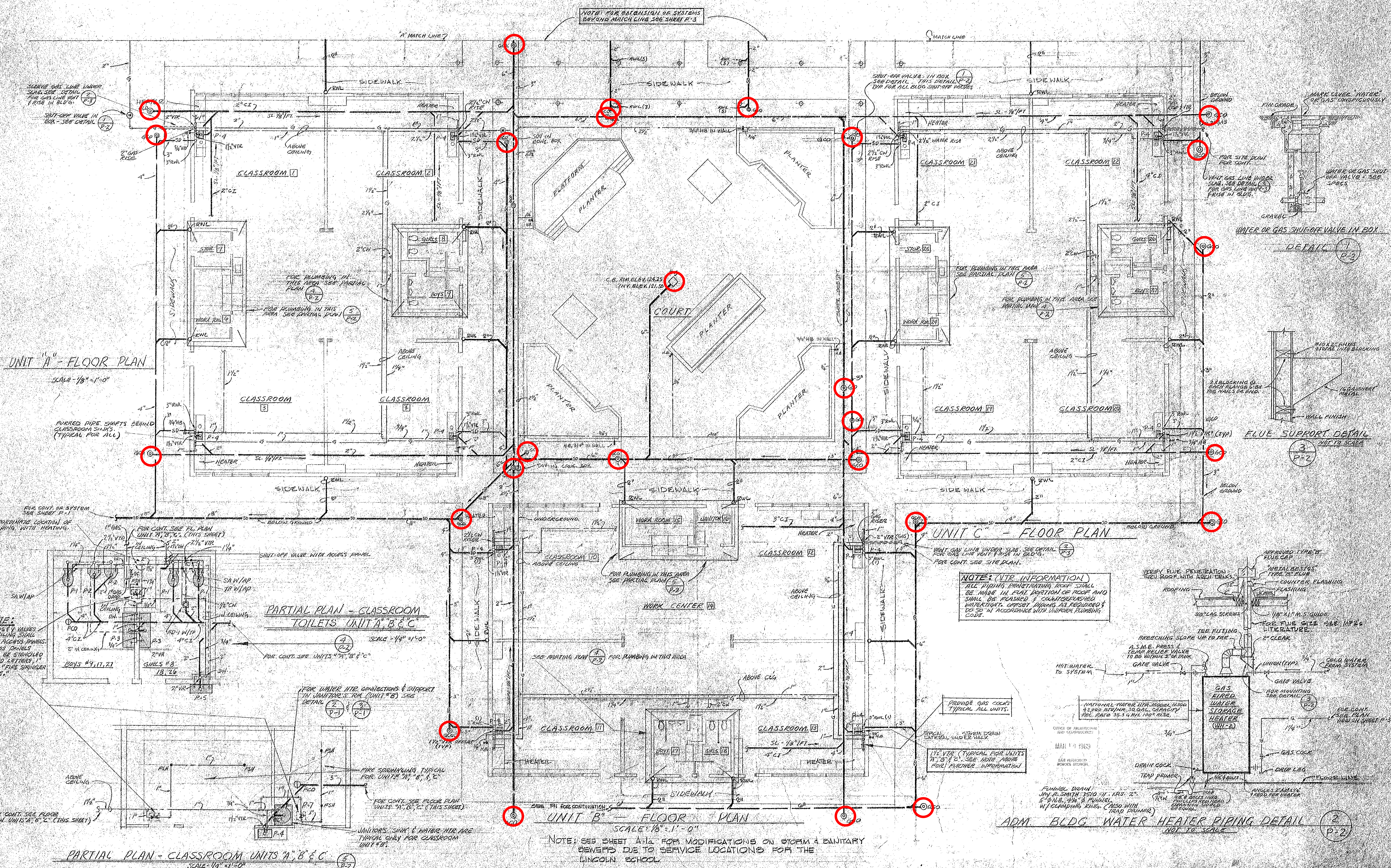
SITE PLAN - JENNINGS AVENUE SCHOOL
SEE SHEET A-12 FOR LINCOLN SCHOOL SITE PLAN
SCALE 1" = 40'-0"

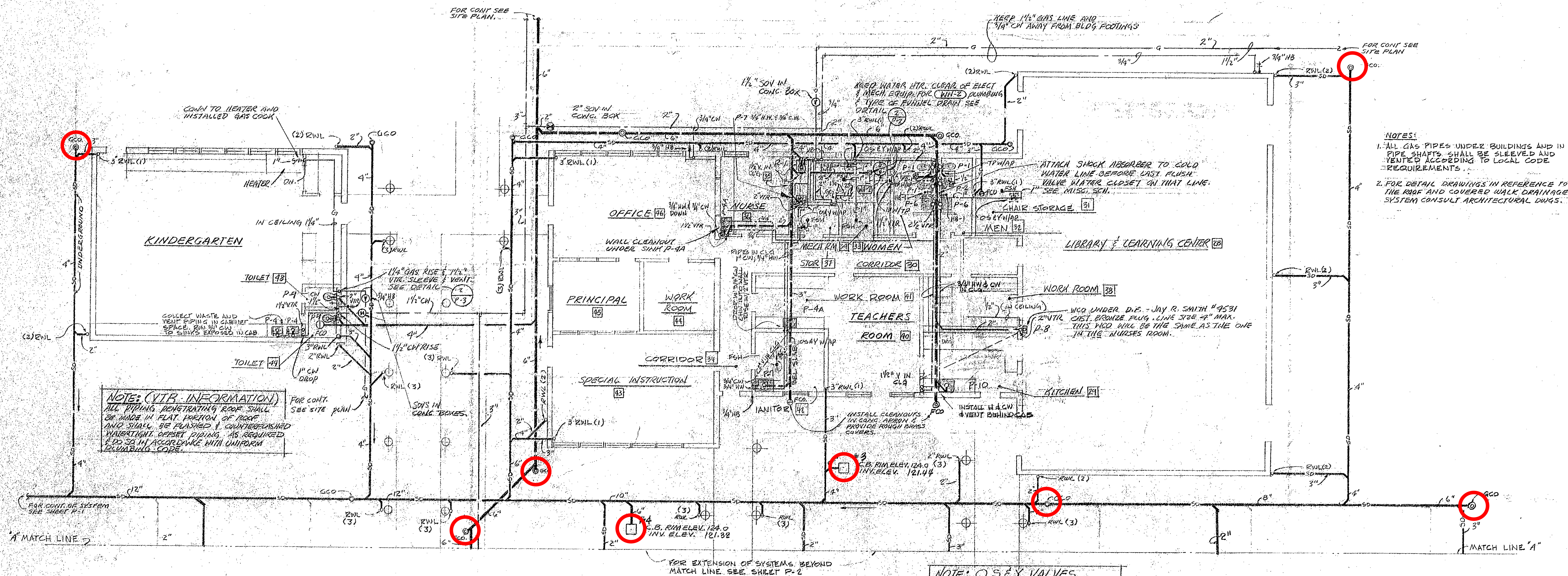
PLUMBING FIXTURE SCHEDULE									
MARK	DESCRIPTION	FIXTURE SIZE	PLATE #	VALVES OR FAUCETS	TRIM	SUPPLIES	TRAP	ROUGH-IN DIMENSIONS	MISC. EQUIP. & REMARKS
P-1	WATER CLOSET W.H.	F-2502	①	1/2" F.V.	①	---	---	4" x 2" x 1/4"	CHURCH SEAT #3000
P-2	URINAL F. MOUNTED	F-6400	①	1/8" F.V.	②	R-3303	①	2" x 2" x 1/4"	CRANE OR KOHLER
P-3	WASH SINK	54 3/4" x 13 1/2"	P-8512	①	R-4452	①	R-1595	2" x 1 1/2" x 3/4"	NO SOAP DISH
P-4	SINK (CLASSROOM)	16" x 24" PACEMAKER DRK 2416	③	4" x 1/2" K.B.	③	LK-35	③	2" x 1 1/2" x 3/4"	S.S. HUDDER RIM
P-5	DRINKING FOUNTAIN	ENAMELED IRON #10C	③	INTEGRAL	INT.	SST-1715-A	③	2" x 1 1/2" x 1/2"	W/3 BUBBLERS
P-6	LAVATORY	24" x 20" F-350	①	N-2131	---	SST-1715-A	③	2" x 1 1/2" x 3/4"	CRANE OR KOHLER
P-7	SERVICE SINK	MSB-3624	③	B-30-AA	③	#302	③	2" x 3" x 3/4"	CRANE OR KOHLER
P-8	DRINKING FOUNTAIN SS	SEMI-RECESSED #73	③	INT.	INT.	T-82	③	2" x 1 1/2" x 1/2"	HAWS
P-9	WATER CLOSET	F-2222-B	①	1/2" F.V.	②	---	---	4" x 2" x 1/4"	CHURCH SEAT #3000
P-10	KITCHEN SINK	PACEMAKER PR-250	③	LK-250	③	LK-35	③	2" x 1 1/2" x 3/4"	CRANE OR KOHLER
P-11	SINK	16" x 24" PACEMAKER DRK 2416	③	R-4150-1	①	LK-35	③	2" x 1 1/2" x 3/4"	S.S. HUDDER RIM



LEGEND		
SYMBOL	ABBREV.	DESCRIPTION
---	---	EXIST. LINE (TYPE DESIGNATED)
---	W.	SANITARY SEWER OR WASTE
---	C.W.	COLD WATER
---	H.W.	HOT WATER
---	GC.	GAS COOK
---	G.	GAS
---	---	VENT PIPING (SIZE DESIGNATED)
---	---	DIRECTION OF FLOW
---	GV.	GATE VALVE
---	CV.	CHECK VALVE
---	GCO.	GRADE CLEANOUT
---	FCO.	FLOOR CLEANOUT
---	CO.	ACCESSIBLE AREA CLEANOUT
---	C.B.	CATCH BASIN
---	FD.	FLOOR DRAIN
---	UTR.	VENT THRU ROOF
---	H.B.	HOSE BIBB
---	S.D.	STORM DRAIN
---	F.S.H.	FIRE SPRINKLER HEAD
---	O.S.V.	OPEN STEM VALVE
---	---	WATER SHUTOFF VALVE IN CONC. BULK GAS SHUTOFF VALVE IN CONC. BULK

- GENERAL NOTES**
1. VERIFY ALL SITE CONDITIONS PRIOR TO BIDDING.
 2. CONTRACTOR SHALL ASSUME ALL RESPONSIBILITY FOR LOCATING EXISTING SERVICES AND MAKING SERVICEABLE CONNECTIONS TO SAME.
 3. HOSE BIBBS SHALL BE 1'-6" UP UNLESS OTHERWISE STIPULATED BY THE ARCHITECT.
 4. ALL UNDERGROUND PIPING SHALL BE RUN WITH A MIN. OR 2'-0" COVER, BELOW FINISH GRADE UNLESS OTHERWISE SHOWN OR APPROVED BY THE ARCHITECT.
 5. COORDINATE DETAIL LOCATION OF PIPES, VALVES, BOXES, ETC. WITH ARCHITECTURAL AND SITE DWGS. REQUIREMENTS.
 6. CONTRACTOR SHALL CONSULT THE UTILITY CO., WATER CO., AND SEWAGE DISTRICT TO DETERMINE THE EXACT EXTENT OF THE WORK. HE SHALL EXTEND HIS SERVICES TO THE LOCATION DESIGNATED BY THEM AND SHALL FURNISH ALL MATERIALS AND PAY ALL COSTS NOT FURNISHED OR PAID BY THEM.
 7. FIRE SPRINKLER HEADS SHALL BE INSTALLED AND CONNECTED TO THE DOMESTIC WATER LINE AS REQUIRED BY THE STATE FIRE MARSHAL. INSTALLATION SHALL BE IN ACCORDANCE WITH NFPA 13.





NOTES:
1. ALL GAS PIPES UNDER BUILDINGS AND IN PIPE SHAFTS SHALL BE SLEEVED AND VENTED ACCORDING TO LOCAL CODE REQUIREMENTS.
2. FOR DETAIL DRAWINGS IN REFERENCE TO THE ROOF AND COVERED WALK DRAINAGE SYSTEM CONSULT ARCHITECTURAL DGS.

NOTES (VTR INFORMATION)
ALL PIPING PENETRATING ROOF SHALL BE MADE IN FLAT PORTION OF ROOF AND SHALL BE FLASHED & COUNTERFLASHED WATERPROOF DETAIL PIPING AS REQUIRED AND SO IN ACCORDANCE WITH UNIFORM PLUMBING CODE.

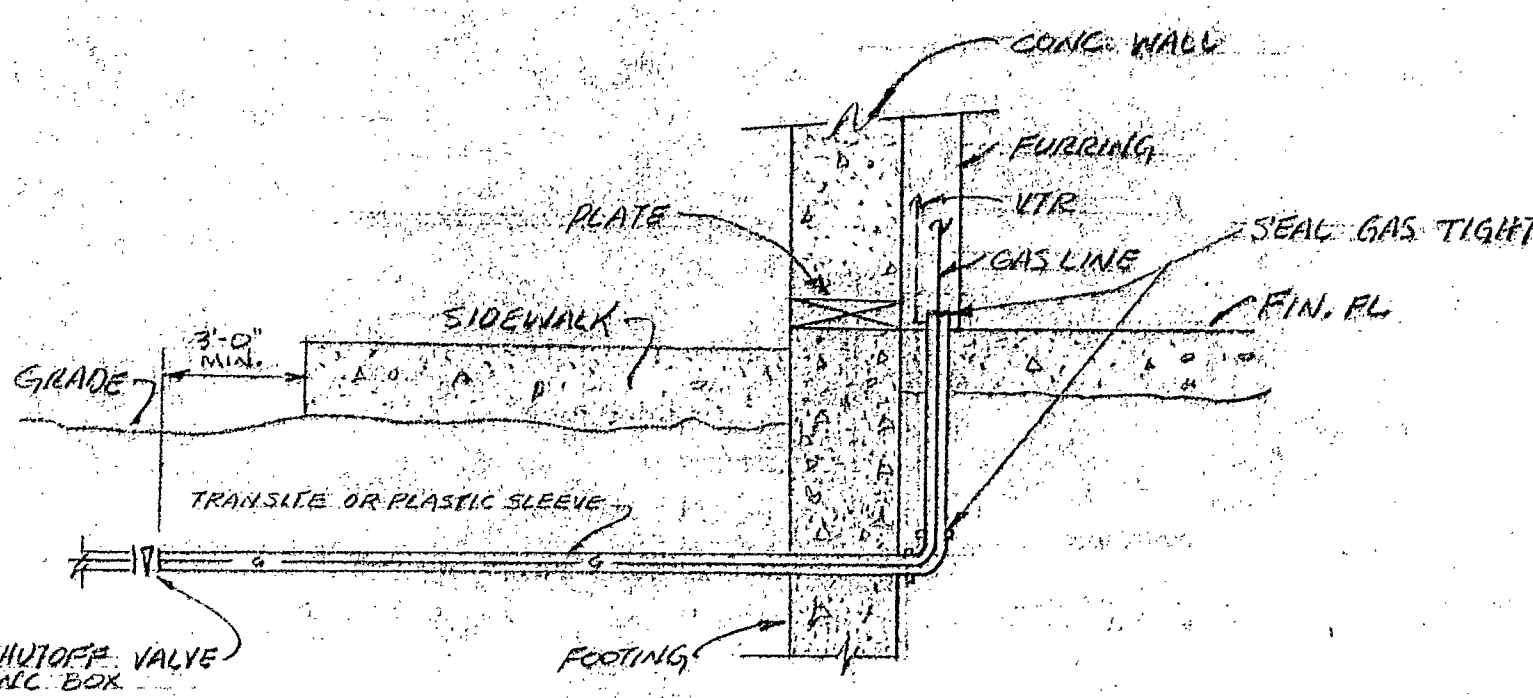
NOTE: O.S.B.Y. VALVES
ALL O.S.B.Y. VALVES LOCATED IN THE CEILING SHALL HAVE ACCESS PANELS. ACCESS PANELS SHALL BE STENCILED IN RED LETTERS 1" HIGH, TYPE "SPRINKLER VALVE".

NOTE:
SEE SHEET P-2 FOR NOTES

KINDERGARTEN & ADMINISTRATION - FLOOR PLANS

SCALE: 1/8" = 1'-0"

NOTE: SEE SHEET A-1a FOR MODIFICATIONS ON STORM & SANITARY SEWERS DUE TO SERVICE LOCATIONS FOR THE LINCOLN SCHOOL.



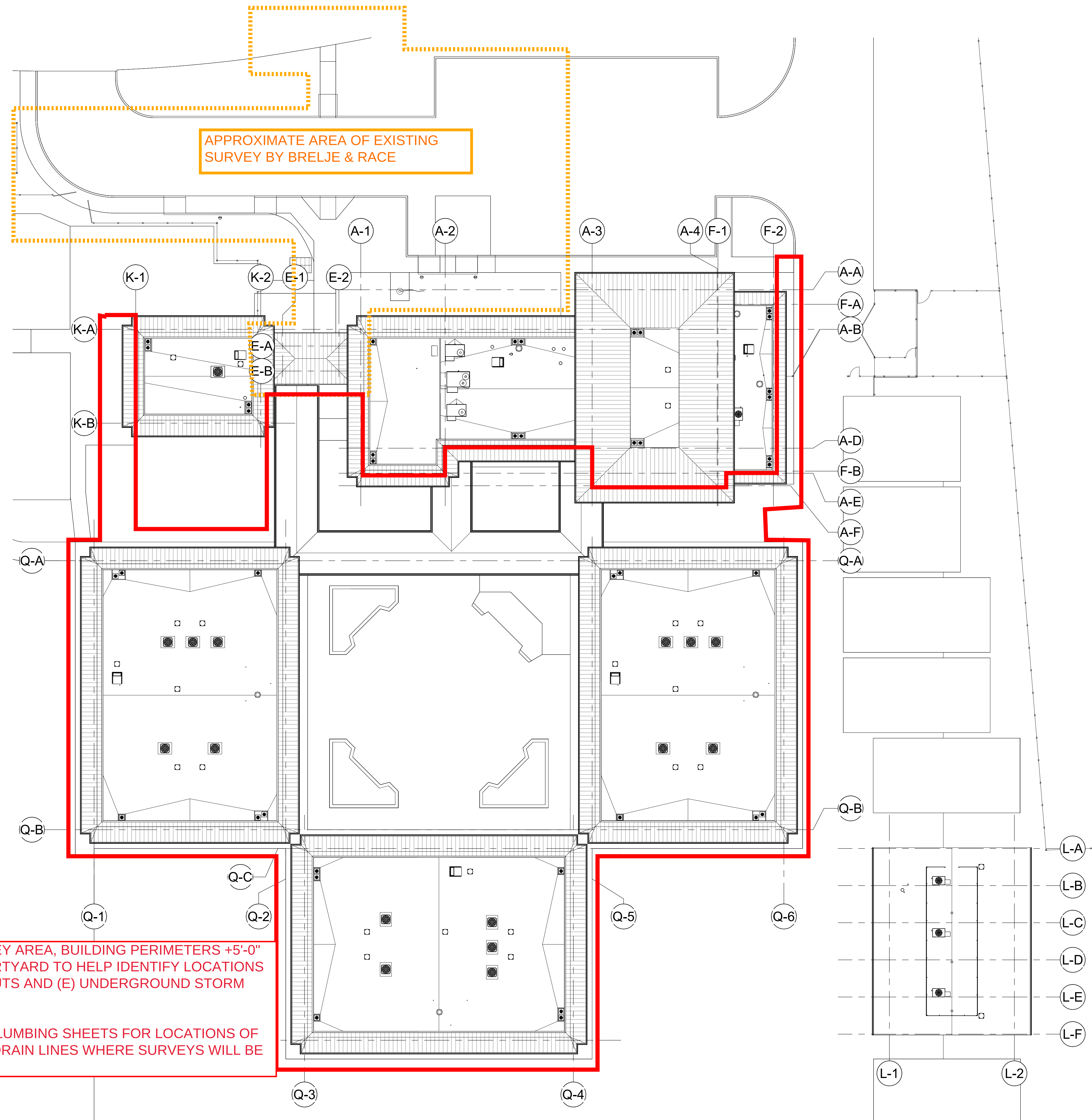
GAS SLEEVE VENT DETAIL
NOT TO SCALE

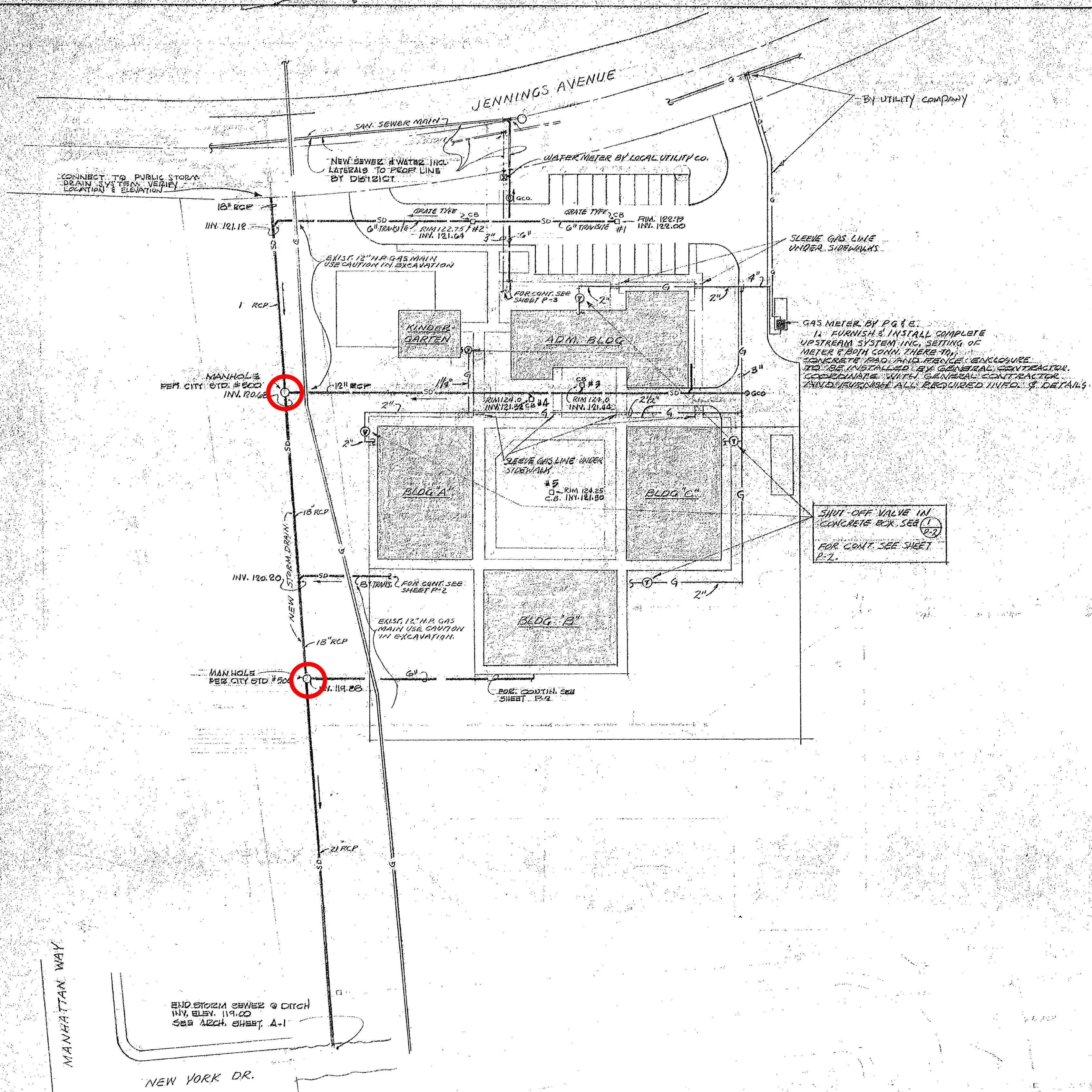
NOTES FOR STORM DRAINAGE SYSTEM

- (1) - 3" R/WL AND ROOF DRAINS FURNISHED AND INSTALLED BY THIS CONTRACTOR
- (2) - 2" x 3" G.I. R/WL BY OTHER DIVISIONS
- (3) - 2" & PIPE R/WL BY OTHER DIVISIONS

FLOOR DRAIN SCHEDULE									
MARK	DESCRIPTION	WASTE TRAP	VENT	JOSAM NO	ALT. MFR.	STR. FIN.	STR. SIZE	CLAMP, DEV	TRAP PRIM.
FD-1	FLOOR DRAIN	2"	INT.	1 1/2"	204-36 ASF	ZURN OR WADE	NIKALOV	6" B	YES

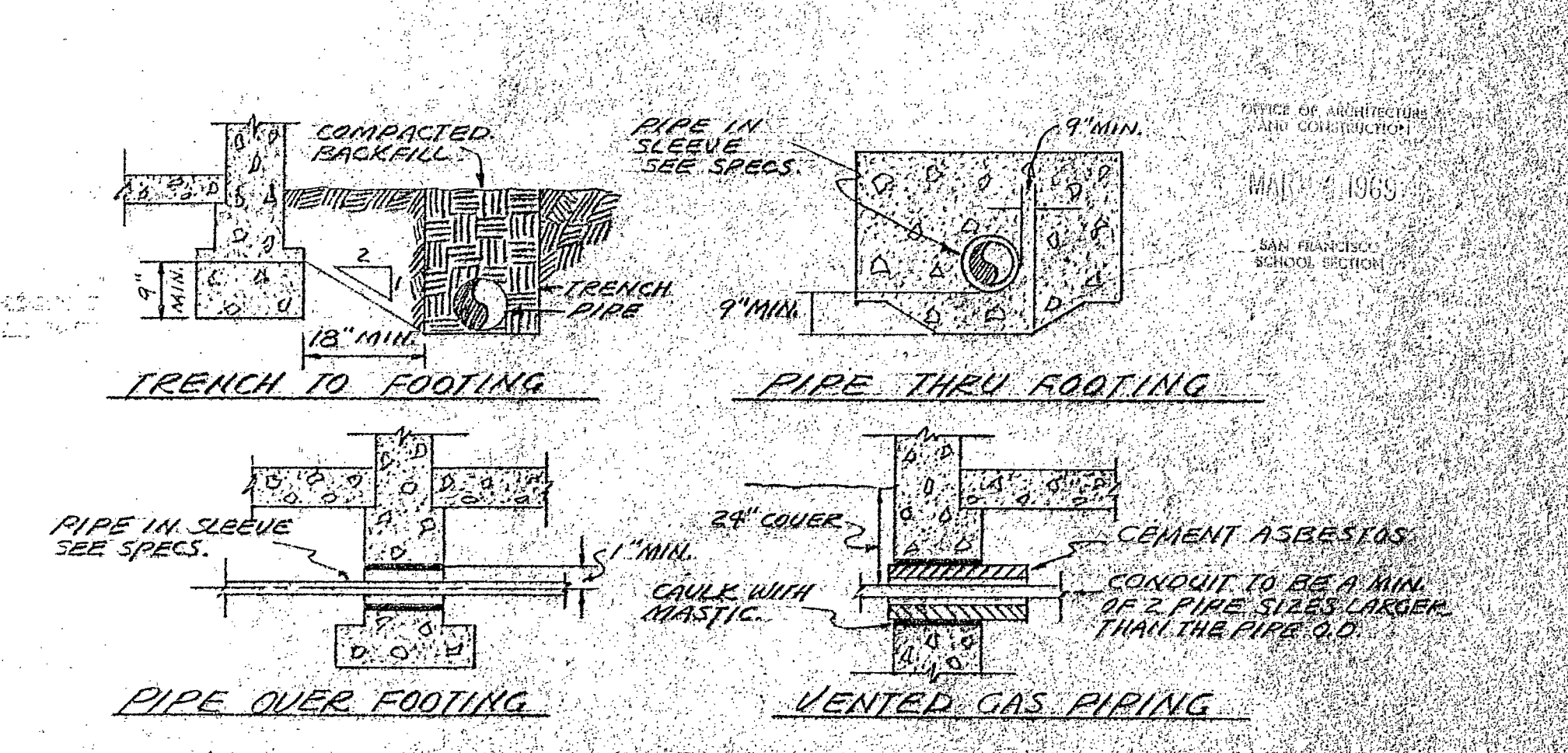
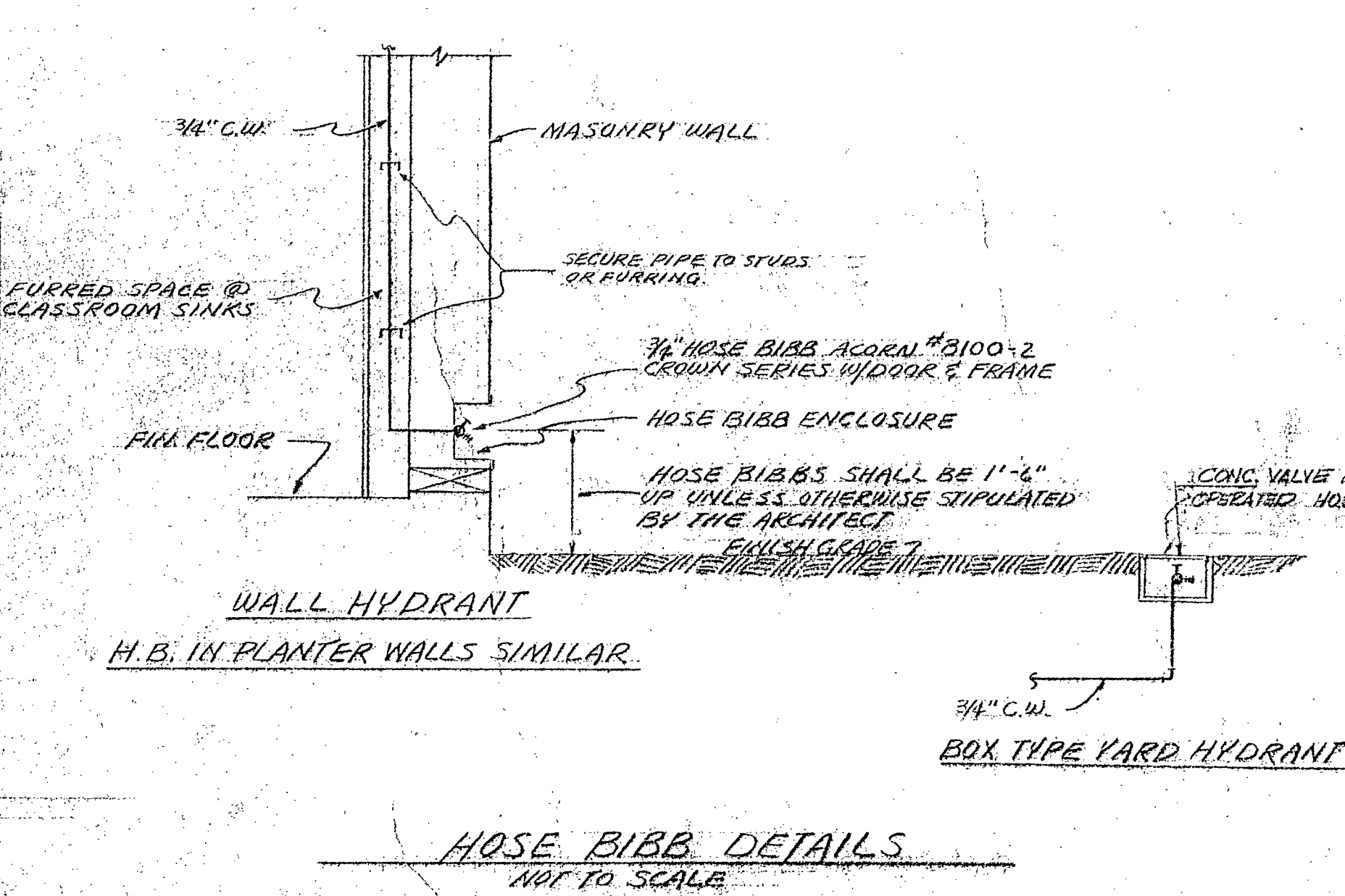
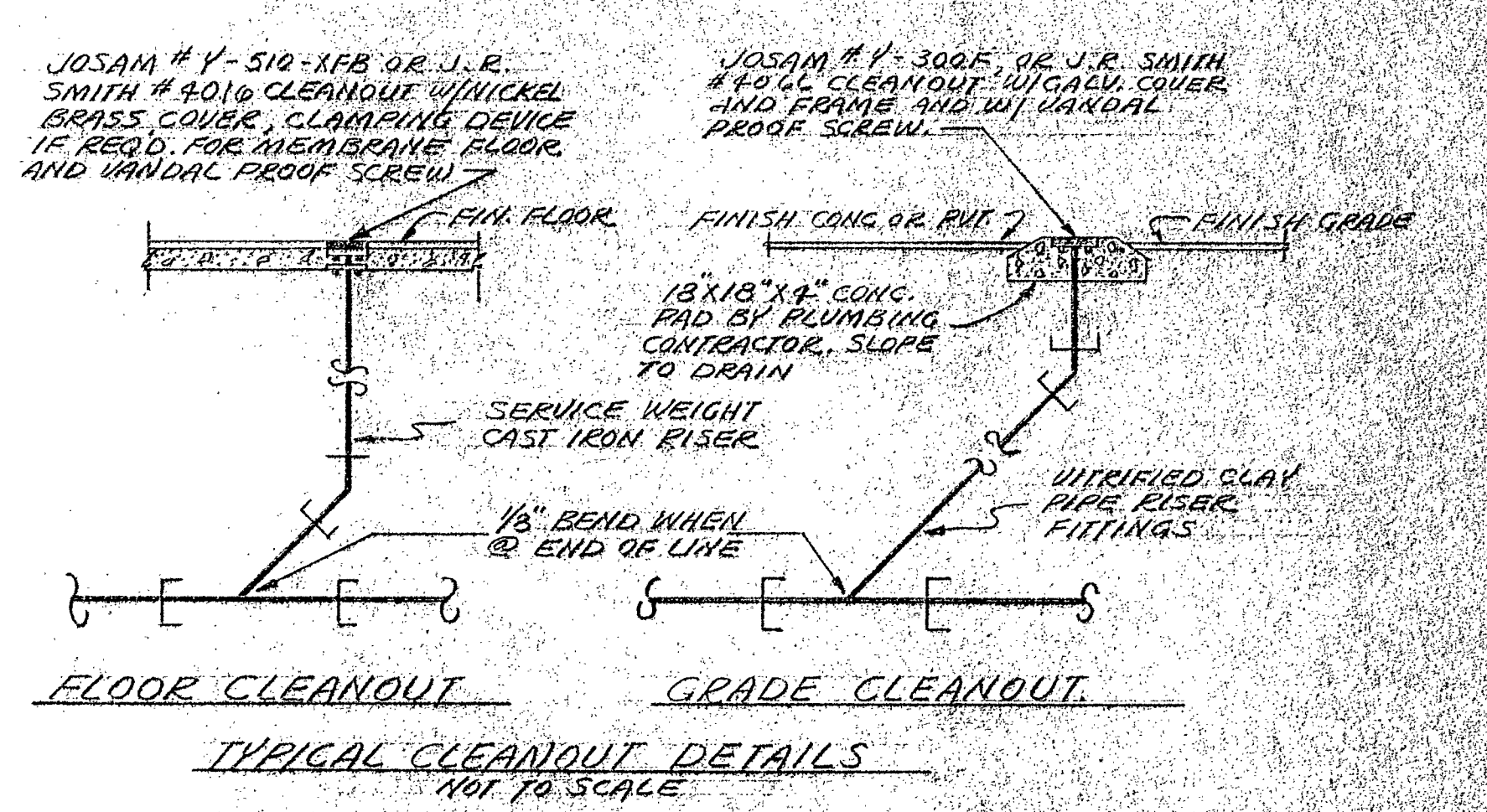
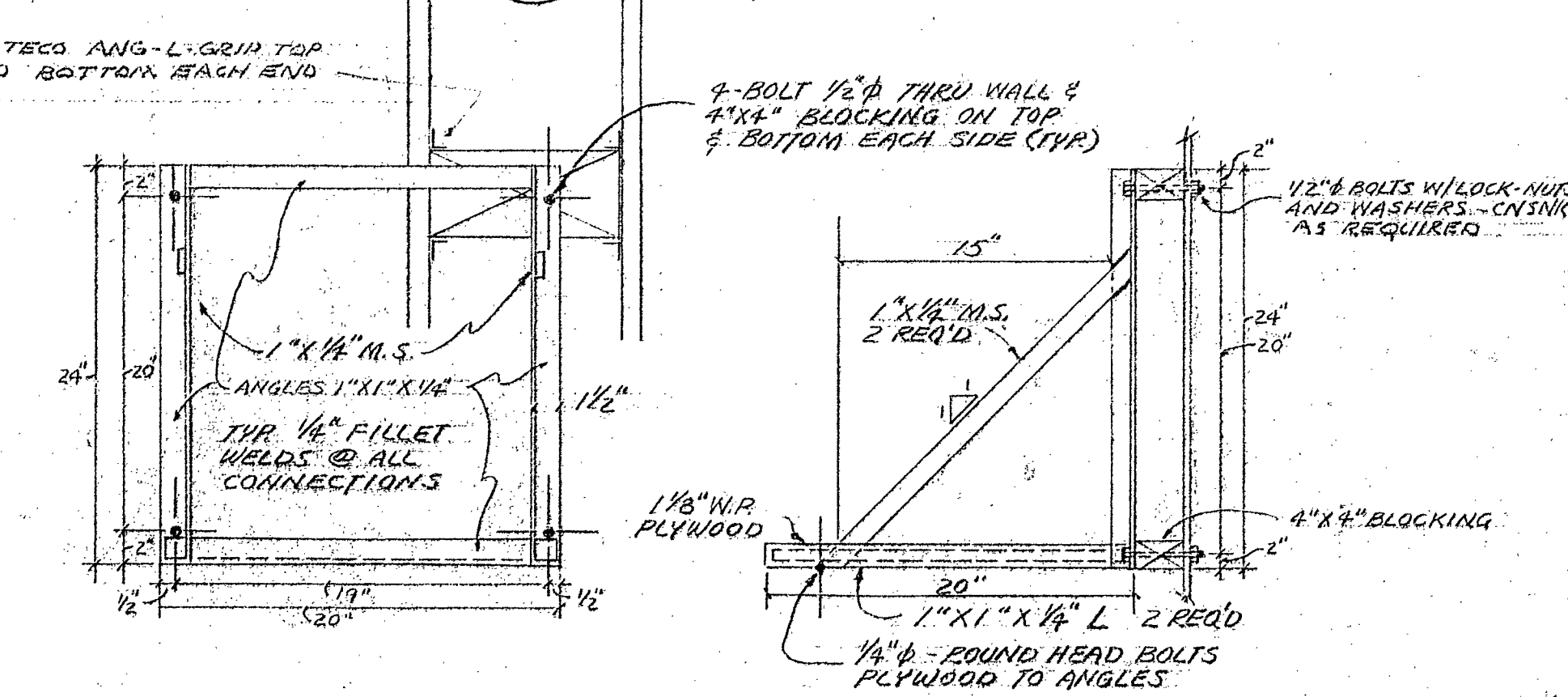
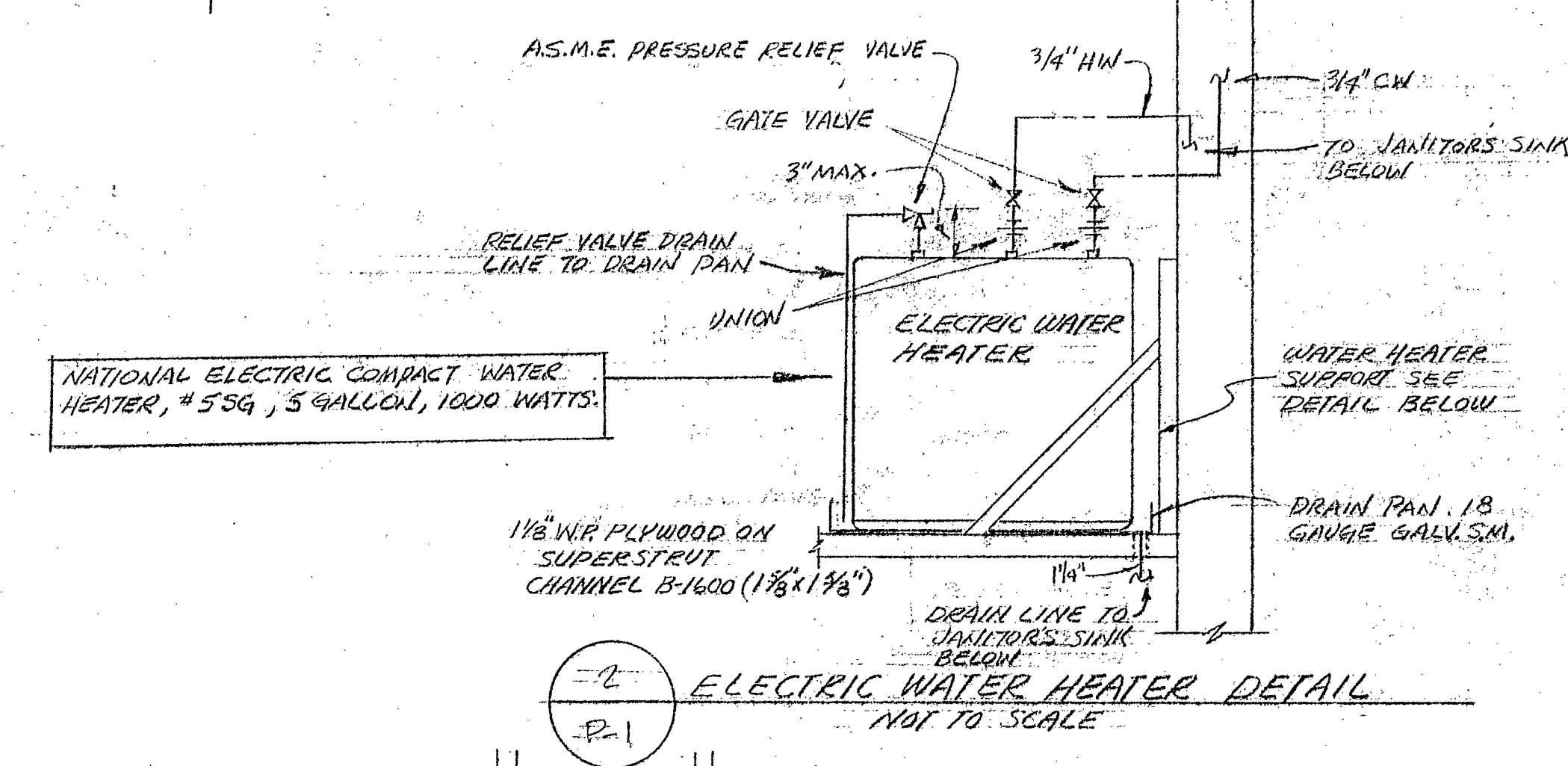
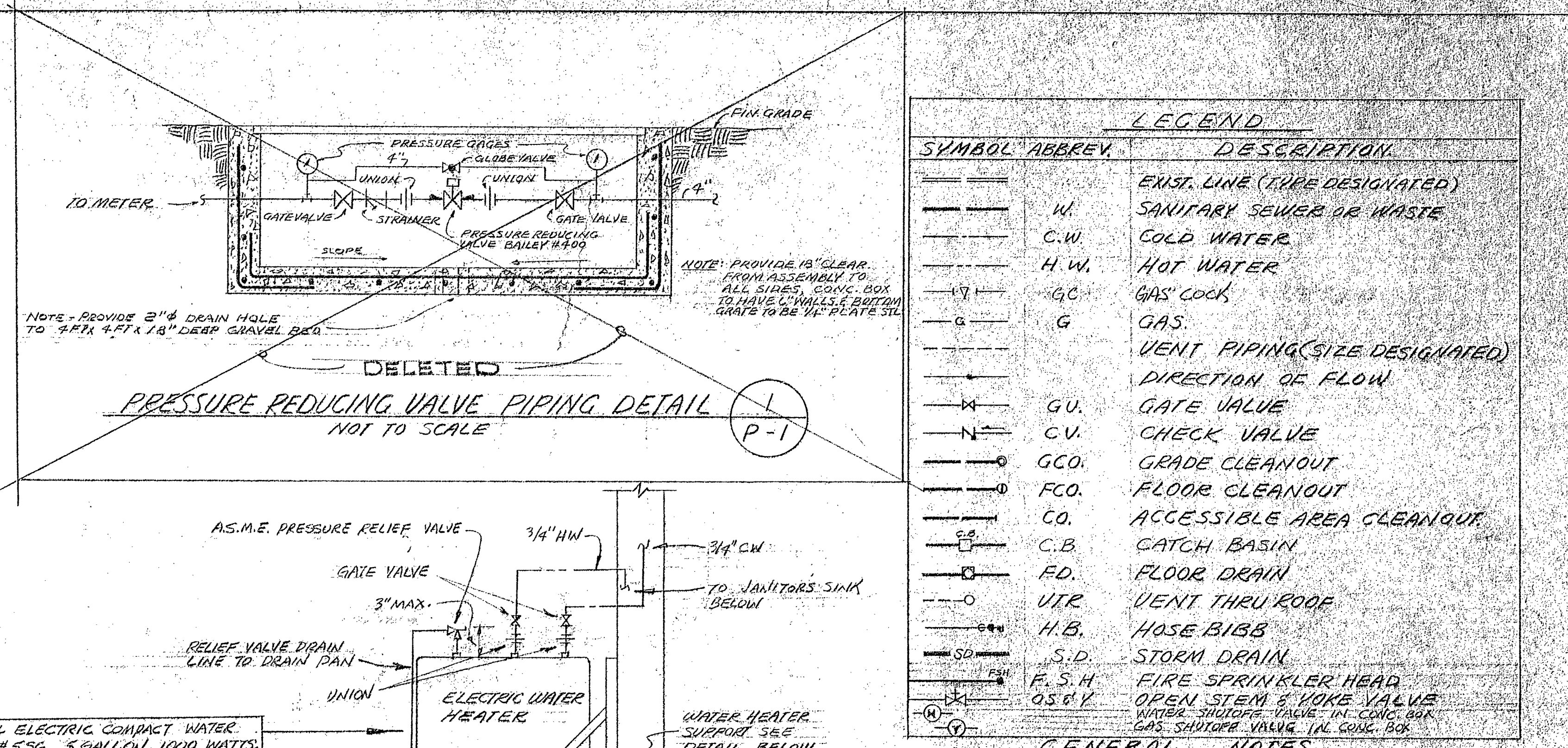
MISCELLANEOUS SCHEDULE									
CODE	DESCRIPTION	REMARKS							
TP	TRAP PRIMER	E.S. TYPE "A". INSTALL WITH ACCESS PANEL, 1/2" CN							
SA	SHOCK ABSORBER	DAY & SMITH "5030, INSTALL IN UPRIGHT POSITION WITH ACCESS PANEL.							
HS-1	HOSE BIBB (INTERIOR)	CHICAGO "293 1/4" POLISHED CHROME PLATED.							

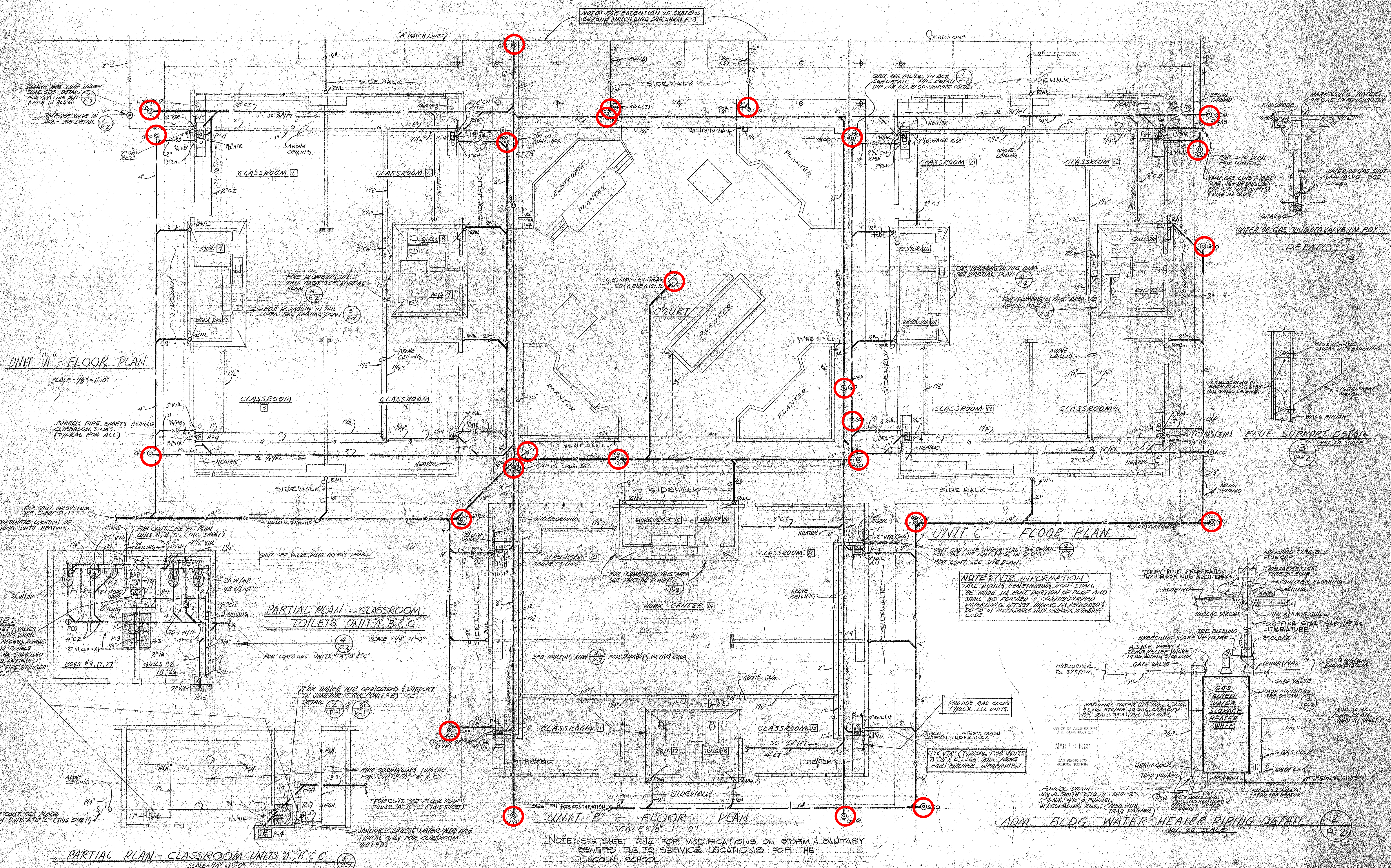


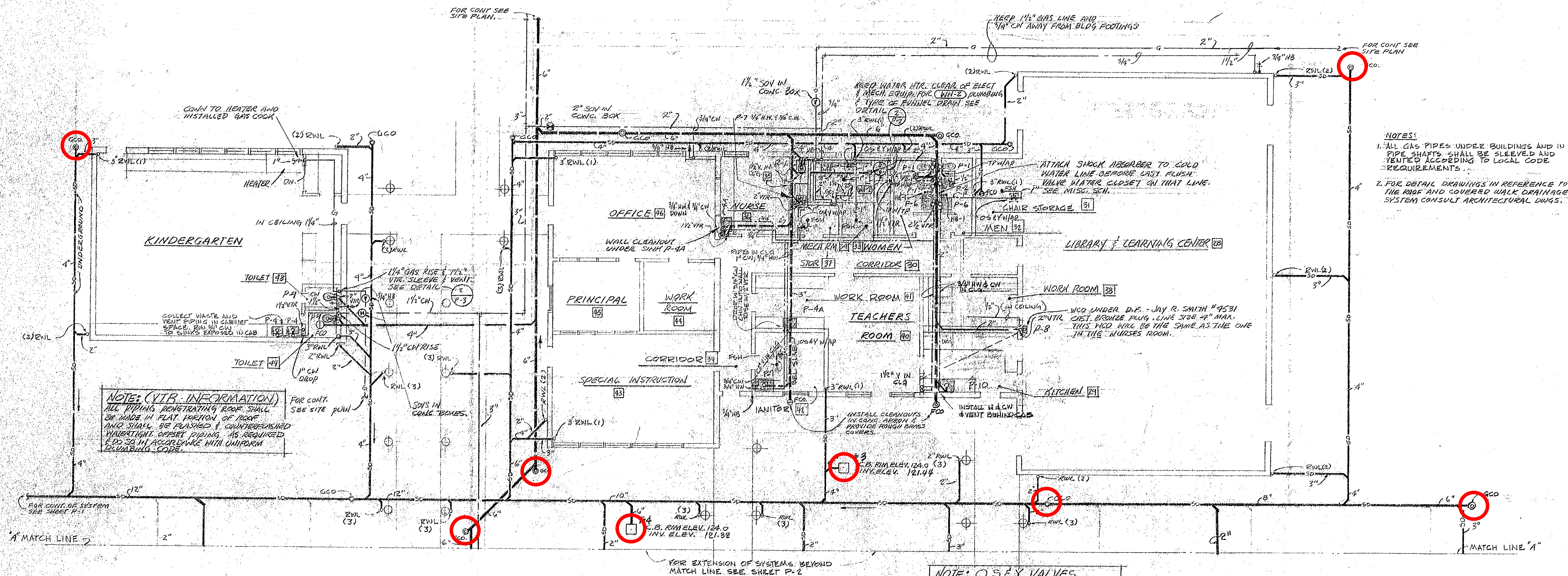


SITE PLAN - JENNINGS AVENUE SCHOOL
SEE SHEET A-12 FOR LINCOLN SCHOOL SITE PLAN
SCALE 1" = 40'-0"

PLUMBING FIXTURE SCHEDULE									
MARK	DESCRIPTION	FIXTURE SIZE	PLATE #	VALVES OR FAUCETS	TRIM	SUPPLIES	TRAP	ROUGH-IN DIMENSIONS	MISC. EQUIP. & REMARKS
P-1	WATER CLOSET W.H.	F-2502	①	1/2" F.V.	—	—	—	4" — 2" 1/4"	CHURCH SEAT #3000
P-2	URINAL F. MOUNTED	F-6400	①	1/8" F.V.	② R3303	①	—	2" 2" 1/4"	CRANE OR KOHLER
P-3	WASH SINK	54 3/4" X 13 1/2"	P-8512	① R4452	① R4545	①	R-1000-550	2" 1 1/2" 2" 3/4"	NO SOAP DISH
P-4	SINK (CLASSROOM)	16" X 24" PACEMAKER DRK 2476	③	4" A 1/2" K.B.	② LK-35	③ SST-R3700A	③ R-1000-550	2" 1 1/2" 1 1/2" 3/4"	S.S. HUDDER RIM
P-5	DRINKING FOUNTAIN	ENAMELED IRON #10C *	③	—	—	—	—	2" 1 1/2" 1 1/2" 1/2"	W/3 BUBBLERS
P-6	LAVATORY	24" X 20" F350	①	N 2131	—	SST-1715-A	R-1000-450	2" 1 1/2" 1 1/2" 3/4"	J.R. SMITH CARRIER #700-6
P-7	SERVICE SINK	MSB-3624	③	B30-AA	③ #302	③ INT.	C.I.	3" 3" 2" 3/4"	HOSE #B32-AA
P-8	DRINKING FOUNTAIN SS	SEMI-RECESSED #73	③	—	—	—	—	2" 1 1/2" 1 1/4" 1/2"	—
P-9	WATER CLOSET	F-2222-8	①	1/2" F.V.	②	—	—	4" — 2" 1 1/4"	CHURCH SEAT #3000
P-10	KITCHEN SINK	PACEMAKER PR-250	③	1/2" K.B.	② LK-35	③ SST-R3700A	③ LK-290	2" 1 1/2" 2" 3/4"	CRANE OR KOHLER
P-11	SINK	16" X 24" PACEMAKER DRK 2476	③	R4150-1	① LK-35	③ SST-R3700A	③ R-1000-550	2" 1 1/2" 1 1/2" 3/4"	S.S. HUDDER RIM







NOTES:
1. ALL GAS PIPES UNDER BUILDINGS AND IN PIPE SHAFTS SHALL BE SLEEVED AND VENTED ACCORDING TO LOCAL CODE REQUIREMENTS.
2. FOR DETAIL DRAWINGS IN REFERENCE TO THE ROOF AND COVERED WALK DRAINAGE SYSTEM CONSULT ARCHITECTURAL DWS.

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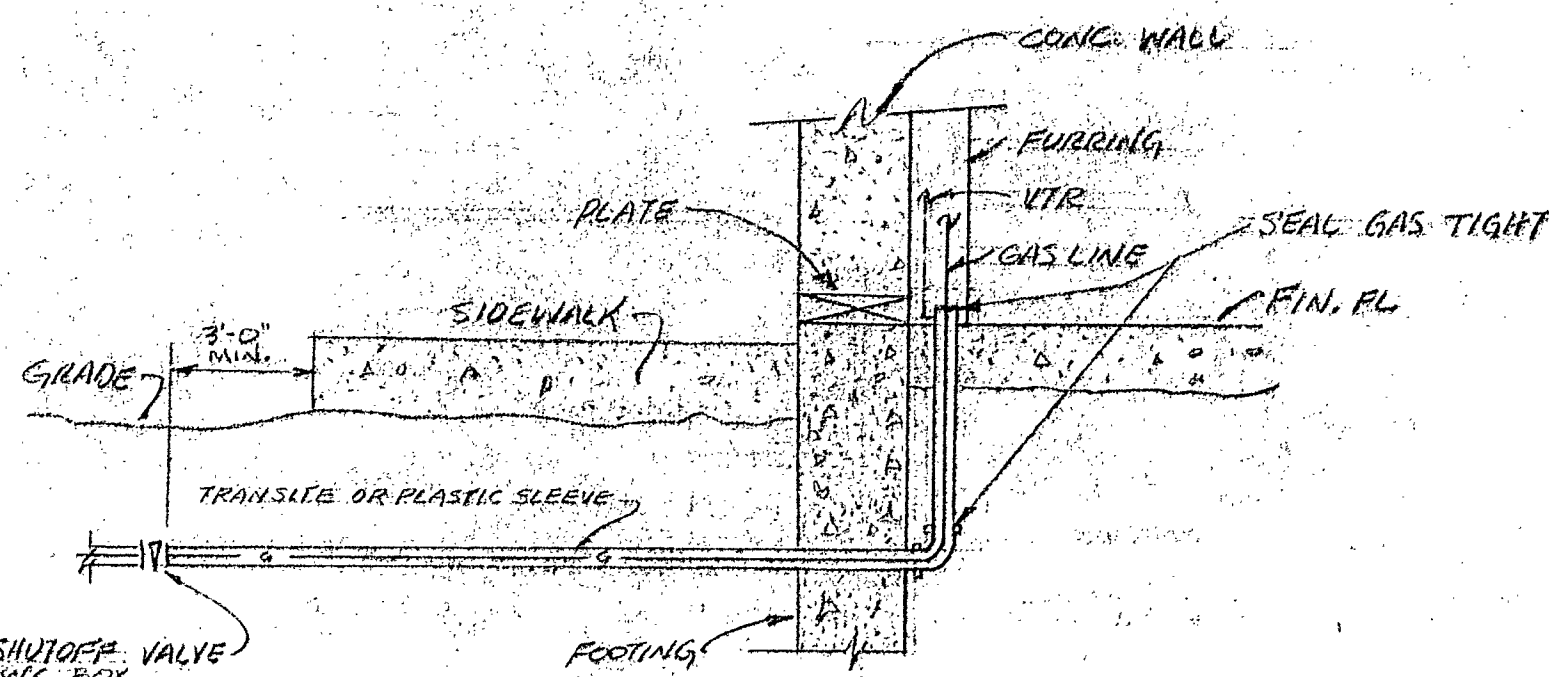
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NOTE:
SEE SHEET P-2 FOR NOTES

KINDERGARTEN & ADMINISTRATION - FLOOR PLANS

SCALE: 1/8" = 1'-0"

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GAS SLEEVE VENT DETAIL
NOT TO SCALE

2
P-3

NOTES FOR STORM DRAINAGE SYSTEM

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MARK	DESCRIPTION	WASTE TRAP	VENT	JOSAM NO	ALT. MFR.	STR. FIN.	STR. SIZE	CLAMP, DEV	TRAP PRIM.
FD-1	FLOOR DRAIN	2"	INT.	1 1/2"	204-36 ASF	ZURN OR WADE	NIKALOV	6" B	YES YES

MISCELLANEOUS SCHEDULE									
CODE	DESCRIPTION	REMARKS							
TP	TRAP PRIMER	E.S. TYPE "A". INSTALL WITH ACCESS PANEL, 1/2" CN							
SA	SHOCK ABSORBER	DAY & SMITH "5030", INSTALL IN UPRIGHT POSITION WITH ACCESS PANEL.							
HS-1	HOSE BIBB (INTERIOR)	CHICAGO "293 1/4" POLISHED CHROME PLATED.							

STONY POINT COVERED PARKING SPACE AGREEMENT

This Stony Point Covered Parking Space Agreement (the "Agreement") is entered into on _____ ("Effective Date") by and between _____ ("Employee") and Santa Rosa City Schools.

Introduction:

The Stony Point covered parking spaces covered by this Agreement are owned by SR Stony Point DE LLC and managed by Basin Street Properties. The covered parking spaces are presented to all Stony Point Campus Tenants to make available to their employees as an option. Basin Street Properties manages the allocation and administration of covered parking spaces, which they assign on a first-come, first-served basis. (Refer to Exhibit B for covered parking space locations.) Santa Rosa City Schools, as the Tenant, is responsible for paying covered parking space fees and will collect the fees from the employees before submitting them to Basin Street Properties.

1. Covered Parking Space Fee:

Annual Fee: The Employee commits to an annual covered parking space fee of \$300.00, payable by November 1st each year, covering the following calendar year.

Remittance Process: Santa Rosa City Schools, as the Tenant, will annually transmit this fee to Basin Street Properties before January 31st.

Fee Adjustments: SR Stony Point DE LLC and Basin Street Properties reserve the right to modify the fee at any time. In the event of any fee adjustments, Santa Rosa City Schools will promptly notify the Employee and bill accordingly.

2. Payment Terms:

Initial Payment: Upon signing the agreement, the Employee must promptly remit an initial payment equivalent to the prorated annual fee for the remaining months of the current calendar year.

Subsequent Payments: Annual fees are due each calendar year on or before November 1st.

Payment Method: Fees are payable by cash or check to Santa Rosa City Schools.

Consequences of Late Payment: Failure to meet the due date will result in the forfeiture of the covered parking space.

3. Exhibit Terms and Conditions:

By signing this Agreement, the Employee expressly acknowledges and agrees to the terms specified in Exhibit A, except for those matters already addressed within the main body of this Agreement.

4. Duration of Agreement:

This Agreement shall remain in effect until terminated by Employee with 30-day written notice or termination of Employee's employment. The Employee will be entitled to a pro-rata refund for any unused period remaining, contingent upon Santa Rosa City Schools receiving a refund from Basin Street Properties.

6. Governing Law:

The terms and conditions of this Agreement shall be governed by the laws of the State of California, with venue in Sonoma County, California, and no other place.

IN WITNESS WHEREOF, the Employee has executed this Agreement as of the Effective Date.

Employee:

Employee's Name:

Signature:

Date:

Santa Rosa City Schools:

Lisa August, Associate Superintendent

Signature:

Date:

Exhibit A

Reserved Allocated Parking Agreement

This Reserved Allocated Parking Agreement (this “Agreement”) is between Basin Street Properties, a Nevada corporation (“Owner’s Agent”) as agent for SR Stony Point DE LLC, and the tenant referred to in Paragraph 1 below (“Tenant”) and is dated as of _____.

1. Basic Information.

Tenant:

Reserved Parking Space #:

Tenant Address:

Commencement Date:

Expiration Date:

Tenant Contact for this Agreement:

Tenant Contact Phone #:

Tenant Contact E Mail Address:

User:

(Tenant to designate the name of the individual authorized to use the Reserved Parking Space)

Information Regarding User’s Vehicle (if more than one vehicle will use the space, please attached a separate sheet of paper with all vehicle information):

Year:

Make:

Model:

Plate #:

Color:

2. Definitions. The following terms shall have the meanings set forth in this Paragraph 2 for all purposes under this Agreement:

“Allocated Spaces” shall mean Reserved Parking Spaces with respect to which Tenant may enter into Reserved Allocated Parking Agreements with Owner’s Agent during the term of its lease.

“Buildings” shall mean the buildings commonly known as 100, 110 and 120 Stony Point Road, Santa Rosa, California.

“Lease” shall mean the lease between SR Stony Point DE LLC and Tenant covering space in one or more of the Buildings, as such lease may be amended from time to time.

“Manager” shall mean Basin Street Properties or such replacement manager designated by Landlord to Tenant in writing from time to time.

“Reserved Parking Spaces” shall mean the covered and numbered parking spaces in the parking lot serving the Buildings that have been designated and set aside by Landlord as the owner of the Buildings, for use by specific tenants or users.

“Reserved Space” shall mean the specific Reserved Parking Space set forth in Paragraph 1 of this Agreement (or such replacement space designated by Owner’s Agent to Tenant in accordance with Paragraph 9 below).

“User” shall mean the individual designated by Tenant as the User in Paragraph 1 above, or such alternate user designated by Tenant to Owner’s Agent in writing from time to time. Tenant shall promptly provide Owner’s Agent with the appropriate contact and vehicle information for any such alternate user.

3. **Term & Termination.** The term of this Agreement (the “Term”) shall begin on the Commencement Date and end on the Expiration Date set forth in Paragraph 1 above, unless terminated on an earlier date in accordance with the provisions of this Agreement, or unless renewed as provided in Paragraph 8 of this Agreement. Any provision of this Agreement to the contrary notwithstanding, in no event shall the Term extend beyond the date of the expiration or termination of the Lease. Tenant and Owner’s Agent may terminate this Agreement at any time upon not less than thirty (30) days written notice. Owner’s Agent may terminate this Agreement at any time following a breach or default by Tenant under this Agreement upon not less than three (3) days notice to Tenant. If Tenant or Owner’s Agent terminates this Agreement in accordance with the provisions of this Paragraph 3, or if this Agreement is terminated before the end of the Term for any reason, Tenant shall receive a pro-rata refund for any unused period remaining in the Term. All prorations shall be performed on the basis of a 30 day month. Tenant acknowledges and agrees that if this Agreement is terminated, the Reserved Space may be assigned to another tenant, and be unavailable to Tenant for the duration of the agreement with the replacement tenant.

4. **Use of Reserved Space.** Owner’s Agent hereby grants Tenant the revocable right to have the User park the vehicle(s) listed in Paragraph 1 above in the Reserved Space during the Term in accordance with the provisions of this Agreement.

(a) The Reserved Space may be used by the User, in accordance with the terms of this Agreement, from 7:30 a.m. to 6:00 p.m. on weekdays, exclusive of Federal holidays (the “Reserved Hours”). Tenant acknowledges and agrees that other parties or the public may use the Reserved Space at times other than the Reserved Hours. Manager shall use commercially reasonable efforts to make the Reserved Space available to the User during the Reserved Hours, but Tenant acknowledges and agrees that the Reserved Space may be temporarily unavailable to the User during Reserved Hours due to repairs, unauthorized parking by other parties, or otherwise.

(b) Use of the Reserved Space is subject to all provisions of the Lease relating to parking (including, without limitation, any Rules and Regulations attached to the Lease as an exhibit), and such other rules, regulations and procedures relating to parking as Owner’s Agent shall have or put into effect from time to time.

(c) Tenant shall ensure that no oil or other fluids leak from any vehicle parked in the Reserved Space, and Tenant shall be liable for the costs of any cleanup efforts by Owner’s Agent in response to any such leak.

(d) Tenant’s rights under this Agreement shall be personal to Tenant, and Tenant shall not be entitled to assign its rights under this Agreement.

5. **Fee.** The fee for the use of the Reserved Space (the “Reservation Fee”) is \$300.00 per year, payable upon the execution of this Agreement by Tenant, and with respect to any renewal of the Term, payable upon renewal of the then-current Term. If the Term is for less than a full year, the Reservation Fee will be prorated

on the basis of \$25 per month and a 30 day month. The Reservation Fee is not refundable for any reason, except as provided in Paragraph 3 above with respect to an early termination.

6. **Allocated Spaces.** Owner's Agent has determined the number of Allocated Spaces for Tenant by multiplying the then-current number of Reserved Parking Spaces by the fraction whose numerator is the number of rentable square feet in the Lease, and whose denominator is the aggregate number of rentable square feet of the Buildings, and rounding the result down to the nearest integer. As of the date of this Agreement, there are 116 Reserved Parking Spaces, but it is possible that the number of Reserved Parking Spaces will change in the future. If the amount of space Tenant leases is changed for any reason, Tenant's number of Allocated Spaces will be changed proportionately, and Tenant may be required to relinquish the use of a proportionate number of Reserved Parking Spaces (which may include the Reserved Parking Space covered by this Agreement).

7. **Location.** Manager has endeavored to assign Reserved Parking Spaces as close as is reasonably possible to Tenant's premises, but Tenant should be aware that some of its Allocated Spaces may not be directly in front of its building.

8. **Renewal.** Tenant may renew this Agreement by contacting Manager's Property Management department at (707) 665-3687 at least 45 days prior to the expiration of this Agreement. Tenant's failure to timely notify Owner's Agent (through Manager) of its desire to renew this Agreement, or its subsequent failure to timely execute a new agreement and simultaneously pay the Reservation Fee with respect to the new term may result in Owner's Agent assigning the Reserved Space to another tenant, resulting in the loss of Tenant's right to use the Reserved Space for at least the term of the agreement with the other tenant. In no event will Owner's Agent renew this Agreement prior to the payment of the Reservation Fee with respect to the new term. Owner's Agent will not arbitrarily refuse to renew this Agreement, but Owner's Agent reserves the right to refuse to extend or renew this Agreement based upon any default by Tenant under this Agreement, or other commercially reasonable factors. Owner's Agent or Manager may change the form of this Agreement and/or the Reservation Fee with respect to any renewal of the Term.

9. **Relocation.** Manager shall at all times have the right to re-assign Reserved Parking Spaces, in Manager's sole discretion, in order to further the needs of Owner's Agent's parking program. Owner's Agent shall give Tenant no less than thirty (30) days notice of the number of the replacement Reserved Parking Space.

10. **Liability.** Tenant acknowledges and agrees that it and the User shall use the Reserved Space at their sole risk, and that neither Landlord nor Manager shall have any liability to Tenant or User arising from Tenant or User's use of the Reserved Space, unless caused by Landlord or Manager's gross negligence or willful misconduct. Landlord and Manager shall have no liability to Tenant or User arising from Tenant's or User's inability to gain access to or use the Reserved Space for any reason whatsoever, except Landlord's revocation of the right to use the Reserved Space, in which case Tenant's sole remedy shall be to obtain a prorata refund of the Reservation Fee, based upon the number of days remaining in the Term at the time Landlord revokes Tenant's right to use the Reserved Space. Landlord and Manager shall not be liable for any loss or damage incurred by Tenant or User (including injury to User or damage to User's property) or any other person affiliated with or claiming under or through Tenant, caused by or arising from any action or inaction by Landlord or Manager. Landlord and Manager shall not be liable for any damages arising from any use, act or failure to act of any user of any portion of the parking facilities; or any unauthorized or criminal acts of third parties, without regard to the absence, insufficiency or breakdown of any security measure or equipment. Tenant shall be liable for any injury or damage it or User causes in or about the Reserved Space.

11. **Insurance.** Tenant covenants and agrees that it shall at all times during the Term cause any vehicle using the Reserved Space to carry the types and amounts of insurance required by applicable law for the operation of such vehicle on public streets. Tenant shall provide Owner's Agent or Manager, promptly following its

request, with a copy of an insurance policy (or other satisfactory evidence) that such insurance coverage is in force. Owner's Agent may terminate this Agreement immediately if Tenant fails to comply with any provision of this Paragraph 11.

12. **Notices & Communications.** All notices required or permitted hereunder shall be in writing, and shall be personally delivered or sent by registered or certified mail (postage prepaid, return receipt requested), or national overnight courier service (next business day delivery), and shall be deemed received: (i) if personally delivered, upon the date of delivery to the address of the person to receive such notice, (ii) if mailed, three (3) business days after the posting by the United States Post Office; or; (iii) if sent by national overnight courier service (next business day delivery), one (1) business day after delivery to such courier service. Any notices to Tenant shall be sent to the address for Tenant set forth above, and any notices to Owner's Agent shall be sent addressed as follows:

SR Stony Point DE LLC
c/o Basin Street Properties
110 Stony Point Road, Suite 150
Santa Rosa, CA 95401
Attn: Property Management Department

All checks shall be sent to:

SR Stony Point DE LLC
c/o Basin Street Properties
316 California Avenue, Suite 350
Reno, NV 89509

Either Owner's Agent or Tenant may change its address for notice by notice to the other party. Unless and until Tenant is notified to the contrary by Owner's Agent: (i) Manager is authorized to receive and respond to all requests and communications regarding this Agreement; and (ii) Tenant shall direct all inquiries and other communications regarding reserved parking and this Agreement to Manager.

13. **Miscellaneous.** This Agreement represents the entire agreement between the parties with respect to the subject matter hereof, may only be amended or waived in a writing signed by both of the parties hereto, and shall be governed by the internal laws of the State of California. This Agreement is entered into solely for the mutual benefit of the parties hereto and Manager, and no benefits or rights are intended or created by this Agreement as to parties not signatory hereto other than Manager. The invalidity of any provision of this Agreement shall in no way affect any of the other provisions hereof, and the same shall remain in full force and effect. In the event any legal or equitable proceedings to enforce this Agreement should occur, the prevailing party shall be entitled to an award of the court costs and attorney fees as determined by the court in such proceedings. This Agreement may be executed in counterparts, each of which shall be an original, but all counterparts shall constitute one instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Tenant:

By: _____

Print Name: _____

Print Title: _____

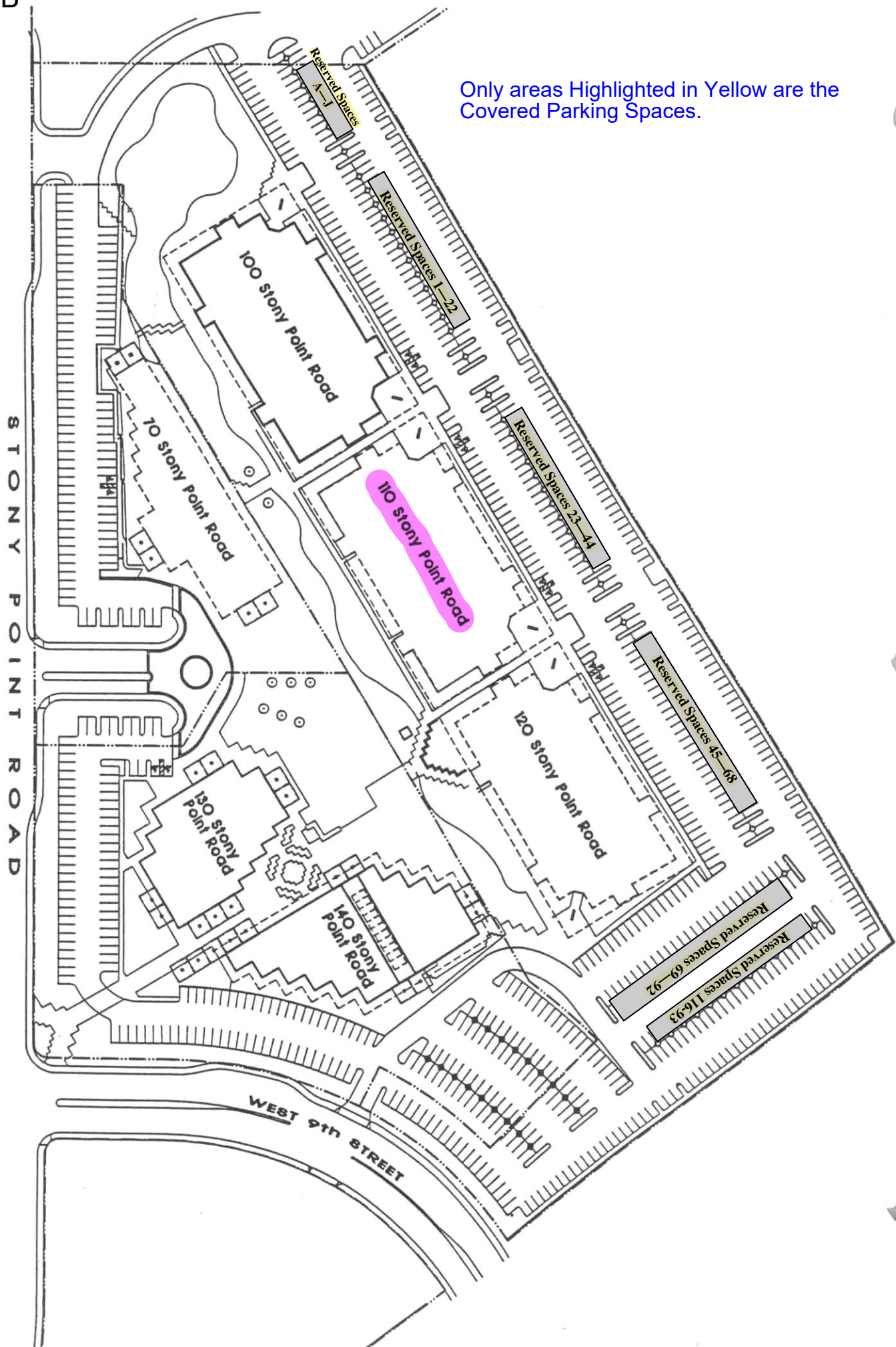
Owner's Agent:

Basin Street Properties, its authorized
agent for the purposes of this Agreement

By: _____

Exhibit B

Only areas Highlighted in Yellow are the Covered Parking Spaces.



ADDENDUM TO CONTRACT

Between

Abigail Bates

And

Santa Rosa City Schools

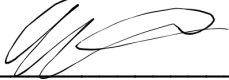
This addendum to the original contract with Abigail Bates, approved on June 28, 2023. In the original contract the consultant is providing professional learning to all middle school Math teachers and High School Math 1 teachers. This addendum will add an additional professional learning date on 3/26/24 to include Math 2 and 3 teachers. The training will include the following:

Professional learning will be provided for High School Math teachers on Building Thinking Classrooms. The professional learning will provide learning on the components of thinking classrooms building on the first toolkit (Thinking Tasks, Visibly Random Groups, Vertical Nonpermanent Surfaces) and extending into the remaining three toolkits with a focus on thin slicing, lesson consolidation, note taking, and assessment; along with textbook considerations in utilizing Building Thinking Classrooms, including sample lessons and tips, and resources to continue implementation of Building Thinking Classroom strategies in support of growth mindset.

The contract, under Item 3. \$9,000, is amended to read: District agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to the CONTRACT, a total fee not to exceed ten thousand eight hundred dollars (\$10,800). This is an increase of \$1,800.

IN WITNESS WHEREOF, the parties have executed this addendum on the day and year written _____.

Contractor's Name

By:  _____

Name: Abigail Bates

Date: 2/28/24

SANTA ROSA CITY SCHOOL DISTRICT
(DISTRICT)

By: _____

Lisa August
Associate Superintendent

Date: _____

SONOMA STATE UNIVERSITY

Sonoma State University Special Events Lease Elsie High Allen High School Lunch

The following is the Special Event Lease Agreement for Use of Campus Facilities. This document governs all attached information.

This lease made and entered into pursuant to Education Code Section 89046 by and between the Trustees of The California State University, hereinafter called the "TRUSTEES" through the President of Sonoma State University hereinafter called the "UNIVERSITY" and the undersigned lessee, hereinafter called the "LESSEE." The LESSEE shall use the said property only for the purpose specified in the Special Provisions; attached hereto and incorporated by reference. The LESSEE agrees to pay as rental for the said property an amount computed for the term of this lease at the rental per unit of time or event specified in the Special Provisions, plus any special charges specified therein, payable to the date or dates set forth therein. The LESSEE agrees that the UNIVERSITY and their agents shall have the right to enter the said property or any part thereof at any time for the purpose of examination or supervision, or for the purpose of making repairs and alterations thereto as may be determined necessary by the UNIVERSITY. The LESSEE shall indemnify, defend and hold harmless the State of California, Board of Trustees of the California State University, CSU, UNIVERSITY, their officers, agents, employees, and volunteers from any and all loss, damage or liability that may be suffered or incurred by them caused by arising out of, or in any way connected with the use by the LESSEE of the said property. The UNIVERSITY and their agents reserve the right to revoke reservations in the event of inability to deliver said facilities and services. Inability to deliver facilities or services may result from conditions beyond the control of the University or administrative necessity. UNIVERSITY shall not be liable for any failure to perform its obligations under this Lease for the period of time in which it is prevented, hindered, or delayed in performing those obligations by circumstances beyond its control, including, but not limited to, fire, Public Safety Power Shutoff (PSPS), strike, war, riots, acts of terrorism, disaster, acts of God, acts of governmental authority, communicable disease outbreak, epidemic or pandemic, unavailability or shortages of labor, materials, or equipment, disruption of transportation, or any other comparable event beyond the control of the UNIVERSITY. UNIVERSITY shall notify LESSEE as soon as reasonably practicable after the occurrence of a Force Majeure Event, provide notice to the LESSEE of the nature, extent, and expected duration of the Force Majeure Event and use its diligent efforts to mitigate the effects of the Force Majeure Event. Notwithstanding any other terms in this Lease, including, but not limited to the foregoing subsections of this section, during the period of a Force Majeure Event affecting the reservation of the LESSEE, the UNIVERSITY may elect to all or any of the following:

- (i) suspend the lease for the duration of Force Majeure Event and reschedule on an alternate date that falls after the Force Majeure event.
- (ii) obtain elsewhere the goods or services to support the execution of the reservation
- (iii) terminate the Lease

The LESSEE shall be charged for any damage to UNIVERSITY property, including grounds. Where special cleaning or custodial service is requested or necessary following an event, the arrangements shall be made for Facilities Services, and an hourly charge shall be assessed. The same applies for grounds services. Certain functions may require the presence of a custodian whose time must be paid by the LESSEE. This agreement may be modified, altered, and amended as necessary upon the mutual consent of the UNIVERSITY and the LESSEE, except that no alterations or variations of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on the UNIVERSITY or LESSEE. The LESSEE shall not violate nor suffer to be violated any Federal or State law, local ordinance, or rule of the TRUSTEES or the UNIVERSITY.

WITNESSETH:

WHEREAS, the President of the UNIVERSITY finds that the property of the UNIVERSITY hereinafter described is not needed for University purposes at the time or times covered by the lease will not interfere with the requirements of the UNIVERSITY: and NOW, THEREFORE, it is mutually agreed between the parties hereto as follows:

Special Provisions

Purpose for Property Leased:

Elsie High Allen High School Lunch

Property to be Leased:

Term Dates:

Fri Mar 01 2024 - Fri Mar 01 2024

Event Reference:

2024-ABAQCZ

Lease Expires if Unsigned by:

Thu Feb 29 2024

Reservation Total:

\$1,625.00

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective duly authorized representative.

A breakdown of the reserved facilities and services, associated billing information, and other Special Provisions are attached and incorporated herein by reference.

**Trustees of the California State University
Sonoma State University Designee**

Signature: _____

Print Name: Jessica Way

Date: _____

LESSEE: ELSIE ALLEN HIGH SCHOOL

Signature: _____

Print Name: Lisa August

Date: 2/16/24

A. Payments and Billing

A.1 Reservation Total

Upon execution of this Conference Agreement, the LESSEE shall be financially responsible for at least 80% of the Reservation Total. Up to 20% of the Reservation Total may be cancelled without penalty prior to the final reservation deadline (see section A.4).

A.2 Payments

A reservation deposit of 20% of the Reservation Total shall be paid upon the execution of this agreement. This deposit shall be applied toward the Final Total and is non-refundable. A payment for 100% of the final Total Amount Due shall be paid no later than seven (7) days prior to the lease start date. Checks should be made payable to Sonoma State University. Defaulting on either payment shall result in a breach of this agreement and shall excuse the UNIVERSITY of any and all obligations to the LESSEE. If the LESSEE is utilizing the box office for ticket revenue, and wants to use revenue towards the final balance, the University will deduct the amount owed prior to remitting the check to LESSEE. Any revenue balance shall be remitted to LESSEE within 30 days of the last day of event via check and mailed to the address on file. The UNIVERSITY offers multiple payment options: physical check, cash, credit card, debit card, or electronic check. If you choose to pay with a credit card or debit card, please note that CASHNet will apply a non-refundable service fee for all credit or debit card transactions.

A.3 Additional Reservations

Following the execution of this lease agreement, requests for additional facilities and services may be accommodated on an availability basis and require approval by the UNIVERSITY. Additional Reservations greater than 10% of the original Reservation Total shall be assessed no less than a 25% administration charge. Additional reservations may not be cancelled.

A.4 Final Reservations

The LESSEE's reservations are considered final fourteen (14) days prior to the beginning term date. Requests for cancellations received after this date shall not be honored and refunds shall not be issued for unused reservations.

A.5 Attrition

The UNIVERSITY is relying on at least 80% percent of the LESSEE's Reservation Total. Should there be a cancellation of reservations equaling greater than 20% of the Reservation Total, the LESSEE understands that a loss will occur to the UNIVERSITY and the LESSEE agrees to pay the UNIVERSITY liquidated damages. Liquidated damages are calculated by taking the difference between 80% of the LESSEE's Reservation Total and the LESSEE's Final Total and multiplying the difference by 50%. Attrition occurring after fourteen (14) days prior to the event start date will have no bearing on this agreement and no refunds will be issued for such cancellations.

A.6 Refunds

In the event of overpayment at the conclusion of your event, a refund shall be provided no later than sixty (60) days after your event end date.

A.7 Staffing and Authorized Agents

At least one person assigned by LESSEE shall be designated as an Authorized Agent and shall be present on-site for the duration of the reservations incorporated here-in. The Authorized Agent(s) shall be reachable by the UNIVERSITY and shall have the authority to make any and all decisions regarding this lease including but not limited to facility or service reservations that may result in additional charges.

B. Insurance

B.1 Coverage

The UNIVERSITY must receive both the Certificate of Insurance along with Additional Insured Endorsement specifically naming the State of California, Trustees of the California State University, Sonoma State University, Board of Trustees, its officers, agents, and employees as additional insured (and Rancho Cotati High School if applicable). The documents submitted must show evidence that the LESSEE is insured for the period of the conference with a minimum coverage outlined below.

General Liability: \$1,000,000.00 Each Occurrence, \$2,000,000.00 General Aggregate

Business Automotive Liability: \$1,000,000.00 Each Accident

Worker's Compensation limits as required by law with Employers Liability limits: \$1,000,000.00

Bodily Injury: \$1,000,000.00 Each Person and \$1,000,000.00 Each Occurrence

Property: \$1,000,000.00 Each Occurrence

The insurance coverage must be provided by a carrier licensed by the State of California to transact insurance, and hold a current A.M. Best rating of no less than A:VII.

Nothing in the insurance provisions can alter the indemnification provisions. The insurance policies shall contain, or be endorsed to contain, the following provision:

For the general and automobile liability policies, the State of California, the trustees of the California State University, the University, their officers, employees, representatives, and agents are to be covered as additional insureds.

The Certificate of Insurance shall provide that the insurer shall not cancel the insured's coverage without ten (10) days prior written notice to the UNIVERSITY, Director of Conferences; and that the State of California, Trustees of the California State University, Sonoma State University, Board of Trustees, its officers, agents, and employees shall not be responsible for premiums or assessments on the above policy.

B.2 Endorsement Policy

LESSEE shall provide evidence that the UNIVERSITY is named as additional insured on general liability and automobile policies and this shall be evidenced by an endorsement to the policy, which shall include the following wording:

The State of California, the Trustees of the California State University, Sonoma State University, its officers, agents, employees, and volunteers are included as additional insured, but only in so far as the operations under this agreement are concerned.

The certificates need to indicate that the coverage provided contains the following provisions:

- That the insurer will not cancel or modify the insured's coverage without 30 days prior written notice to the University
- Coverage shall be primary insurance
- The State of California, the Trustees of the California State University, Sonoma State University, its officers, agents, employees, and volunteers will not be responsible for any payments of premiums on the policies.

B.3 Deadline

The UNIVERSITY shall receive both the ACORD Certificate of Insurance along with Additional Insured Endorsement no later than fifteen (15) days prior to LESSEEs beginning term date. Failure to provide necessary proof of insurance may release the UNIVERSITY from any and all obligations to the LESSEE under this agreement.

C. Special Event Policies and Guidelines

C.1 ADA

UNIVERSITY policies ensure that persons with disabilities have access to all programs, services, and activities sponsored by the UNIVERSITY. It is the obligation of the LESSEE to make certain that the program it sponsors at the UNIVERSITY is conducted in such a manner that it is accessible to all persons with disabilities. SSU residential facilities contain units accessible to people with disabilities. Acceptable rooms for persons with disabilities shall be provided at the same cost as those rooms contracted for by LESSEE. To ensure that specific rooms are provided, please assess the needs of the participants with disabilities and inform the UNIVERSITY a minimum of thirty (30) days prior to the event start date of any special requests. Upon request of the LESSEE, the UNIVERSITY can provide contact information for local businesses where accessible technologies and services can be obtained.

C.2 Pets

No animals, except for properly registered service animals, are permitted on UNIVERSITY property. This includes but is not limited to UNIVERSITY facilities, lawn areas and residential community. The LESSEE is responsible for any cleaning/damage charges that result due to a violation of the UNIVERSITY Animal Policy.

C.3 Supervision of Minors

(i) Background Checks for Adult Supervisors of Minors: The LESSEE shall be solely responsible for ensuring that appropriate background and reference checks are conducted in advance on all its personnel and volunteers who will serve as an adult supervisor in connection with the LESSEE, this includes all costs associated with the background checks. The

LESSEE, at a minimum, shall conduct criminal background checks and sex offender registry searches on all such persons, searching federal, state, district and county of residence records and verify that such background checks and searches have been conducted. The LESSEE shall be solely responsible for conducting proper background checks and for securing any necessary consent from adult supervisors. The LESSEE shall abide by all applicable federal, state or local laws, rules, and regulations, including but not limited to equal opportunity laws and regulations, when conducting the background checks. The LESSEE assumes the risk of and agrees to indemnify, defend and hold UNIVERSITY and its Related Parties harmless for any and all claims and liability relating to or arising from the LESSEE conducting or failing to conduct such checks and any adverse action that may be taken as a result therefrom. The UNIVERSITY is not responsible for providing supervision for minor guests
(any individual under the age of 18)

LESSEE acknowledges and accepts full and sole responsibility of their minor guests. It is the LESSEE's full and sole responsibility to protect and ensure supervision during the entire

duration of the program

Supervision means enforcement of all UNIVERSITY rules, regulations, and policies. This includes, but is not limited to, escorting participants to and from daily sessions and meals, nighttime room checks in the residential community, and room inspections on the day of departure.

Minors are required to be supervised at all times by trained adult supervisors.

(ii) LESSEE Contact:

By no later than fifteen (15) days prior to program start date the LESSEE will provide to UNIVERSITY, in writing, the names and contact information for one primary adult supervisor and one back-up adult supervisor who will be responsible for the program according to this lease. These LESSEE contacts are required to lodge with the LESSEE in the assigned building for the entire length of stay and must be able and available throughout the entirety of the LESSEE's program to communicate with UNIVERSITY staff. These LESSEE contacts will be available to act as a referral for problems, answer questions, and provide verification of guests.

(iii) Adult-to-Youth Ratio:

The LESSEE is responsible for and shall adequately supervise its guests who are under eighteen (18) years of age. The UNIVERSITY requires the LESSEE to provide one (1) on-site adult supervisor for every ten (10) minor guests. Emergency contact information for all LESSEE minor guests must be collected by the LESSEE contacts identified in (C.3.ii) in the event UNIVERSITY requests this information before, during, or after the program.

(iv) Minor guests:

If minors are present on campus for LESSEE's program, LESSEE shall identify the adult supervisors who have specific responsibility for those minors on the roster (required 7 days prior to arrival) submitted to UNIVERSITY. Failure to abide by the following requirements may constitute grounds for termination of this lease and immediate removal from UNIVERSITY.

(v) LESSEE Requirements

1. The state of California requires that at least one employee, lead contractor or supervisor who provides direct, on-site supervision of the activity qualifies as a mandated reporter under CANRA and has signed a Statement Acknowledging Requirement to Report Child Abuse.
2. When minor guests are at the UNIVERSITY, the adult supervisors responsible for them must be present and available at all times, including after minor guests have retired to their rooms.
3. All adult supervisors must be authorized by LESSEE as capable and able to provide supervision for individuals below the age of 18.

4. Oversight and discipline of minor guests is the responsibility of the adult supervisors.
5. UNIVERSITY reserves the right to eject individuals from any and all facilities for violation of campus policies. If the adult supervisors violate these expectations, LESSEE is expected to provide immediate and suitable replacements in order for the minor guest/adult supervisor ratio to remain at the expected number.

(vi) Parental Consent of Minors

For LESSEEs with minor guests,

by signing this lease, LESSEE acknowledges that they have written parental consent for each minor guest authorizing any and all participation as it relates to the LESSEE's purpose on campus. LESSEE also acknowledges that in accordance with Local, State and Federal Laws that they know, understand and abide by any and all rules and regulations in dealing with the supervision of minors. The LESSEE assumes the risk of and agrees to indemnify, defend and hold UNIVERSITY and its Related Parties harmless for any and all claims and liability relating to or arising from the LESSEE collecting or failing to collect such authorizations and any adverse action that may be taken as a result therefrom.

C.4 Alcohol

The possession, consumption, or sale of alcoholic beverages on campus is prohibited unless approved by the President of Sonoma State University (SSU) or their official designee. LESSEE shall contact the University Conference and Event Services Office, if planning to serve alcohol at an event. University Culinary Services shall be the only entity to dispense alcohol on UNIVERSITY premises in accordance with University guidelines and applicable state law. Alcohol consumption shall take place within the assigned event area only and additional supervision, such as University Police and/or additional University Culinary Services staff, may be required to control access for large functions.

C.5 Food and Beverage

All food and/or beverages shall be provided by the UNIVERSITY. The UNIVERSITY Food Policy and Sales Policy prohibit the distribution of food and/or beverages by the LESSEE.

C.6 Parking

Fees : LESSEE shall pay parking fees as incorporated here-in and shall disseminate the following parking information to its attendees.

Day and Time Requirements: Parking decals/permits shall be required 24 hours a day, 7 days a week, including holidays. Sleeping overnight in vehicles, including RVs, on campus is prohibited.

Lot Designations: Unless otherwise indicated, permits included in this agreement shall be valid for non-reserved lots and residential community lots. Visitors may park without a permit in any timed zone (except yellow loading zones) for the allotted time amount. Visitors may also purchase a daily, non-reserved parking permit from any of the permit machines or from either of the Parking Information Centers during their hours of operation.

Loading and Unloading: Barriers, fences, or posts shall be placed by the UNIVERSITY at any location deemed necessary for safety and for other reasons. Removal is forbidden. No vehicles (including motorcycles, mopeds and motorized bicycles) shall drive beyond placed bollards without permission from University Police and Parking Services. Parking is permitted in designated parking spaces only. Parking along campus roadways, interior paths, or on campus landscaping, even for the purpose of loading and unloading is prohibited.

Citations: Parking citations must be paid within twenty-one (21) days of issuance or within fourteen (14) days of the mailing of a notice of delinquent parking violation. Failure to pay on time shall lead to an increase in the fine by \$20 and vehicle registration shall be held by the DMV.

C.7 Smoking and Tobacco Free Campus

It is the policy of Sonoma State University that smoking and other uses of tobacco products are prohibited on campus as well as at off campus sites under University ownership or control, and in vehicles owned, leased, or rented by the University. For the purposes of this policy "smoking" means lighting, burning, carrying, inhaling, exhaling, or holding a lit cigarette, cigar, bidi, pipe, or other smoking or recreational vapor delivery apparatus containing tobacco or another substance. Substances and activities prohibited by this policy include use of other tobacco products such as smokeless tobacco, as well as the use

of e-cigarettes and similar devices. Not prohibited by this policy are nicotine gums or patches or other medically prescribed smoking cessation assistance devices.

C.8 Noise

LESSEE shall comply with any and all requests by the UNIVERSITY to minimize disruptive noise. Guests registered with the LESSEE shall be instructed by the LESSEE of the campus noise policy. LESSEE shall be financially liable for any and all costs involved with noise complaints resulting in UNIVERSITY Police action.

C.9 Emergencies

All emergencies or immediate concerns shall be reported to University Police Services by calling 911 from a campus phone or 707-664-4444 from a cell phone. SSU Police & Parking Services provide 24 hours a day police protection for the campus community. University Police Officers are vested with full law enforcement powers and responsibilities, identical to the local police and sheriff in your home community. Any concern that does not require immediate attention shall be reported to the Summer Conference Desk 707-664-3207.

C.10 Location and Setup Changes

A labor charge may be assessed to the LESSEE for any setup changes the day of the scheduled event that vary from the LESSEES Schedule of Reservations or submitted setup instructions. The UNIVERSITY reserve the right, in emergency situations (due to maintenance, construction, equipment failure, or other reasons), to assign the LESSEE to an alternate facility/location with advance notice whenever possible.

C.11 Use of Facilities

No changes shall be made to the lighting system or other utility system. All facilities in reserved spaces shall be used only in the manner and for the purposes for which they were designed and intended. The UNIVERSITY reserves the right to charge for any of the following: Replacing furniture/equipment to its original location and/or cost arising from the dismounting of materials. Damage to furniture/equipment or any replacement costs.

C.12 Deliveries

Delivery of event support materials shall be arranged with the UNIVERSITY in advance. The UNIVERSITY shall not accept materials sooner than seven (7) days prior to the LESSEES beginning term date. The UNIVERSITY reserve the right to charge for storage space and/or labor fees for assistance in moving, uncrating, or repacking of boxes. The UNIVERSITY shall not accept C.O.D. deliveries.

C.13 Signage

No flyers, posters, stickers or other promotional material, including directional signs shall be posted on any walls, doors, pillars, windows, sidewalks or any other surfaces throughout the campus without approval from the UNIVERSITY. Materials shall not be presented in any manner, which promote degrading or demeaning social stereotypes based on race, ethnicity, culture, religion, gender, or sexual orientation. Materials shall not contain any direct or indirect references to alcoholic beverages, cigarettes, or illegal drugs, lewd or sexually explicit conduct, or criminal activity. A charge for removal may be assessed for each unauthorized posting.

C.14 Use of "Sonoma State University"

The UNIVERSITY owns all rights to the name, logos, and symbols of the University ("University Marks"). Any use of the University Markers by a Sponsor other than as permitted in writing are prohibited, before, during or after.

All promotional materials for the group's conference/program shall be submitted to the SSU Conference Office for approval thirty (30) days prior to the printing date. Use of "Sonoma State University" or "SSU" shall be made in reference to the site of the event.

C.15 Sales and Promotions

UNIVERSITY approval shall be obtained prior to selling any product, service, or information, during the LESSEE's event. If sales are by a other than the LESSEE, a Vendor Agreement along with insurance requirements shall be completed before sales are permitted. All sales are subject to administrative, space rental, and setup fees.

C.16 Additional Terms

Sonoma State University expects all guests to treat University employees, students, visitors, and our property with respect. Sonoma State University is committed to maintaining an environment free from discrimination, harassment, and sexual misconduct to ensure that our university is a safe, supportive, respectful, and collegial environment where we all can thrive

and do our best work every day. Throughout the duration of the LEASE, LESSEE or LEESEE's participants shall not unlawfully discriminate, harass, or allow harassment based on sex, sexual orientation, race, color, ancestry, religious creed, national origin, disability, medical condition, age, or marital status. Discrimination will not be tolerated at Sonoma State University. Should LESSEE or LEESEE's participants engage in any form of discrimination, the LESSEE will be responsible for promptly removing the individual(s) from the program and University property. LESSEE shall work with UNIVERSITY to obtain approval regarding the removal timeline. Failure to do so by LESSEE may result in the immediate termination of the LEASE.

I, the undersigned, state that I have read and understand the preceding Special Provisions and agree to adhere to all applicable rules and regulations of the UNIVERSITY. I understand that violation of any of these provisions may result in the default of this agreement and may excuse the UNIVERSITY from any or all obligations to the LESSEE and/or result in additional charges.

Reserved Facilities and Services

Fri, Mar 01 2024

12:30 P.M. - 1:30 P.M., Elsie High Allen High School Lunch

Head Count: Exp: 125, Reg: 0

Qty	Resource	Instructions
125	Kitchens Lunch	

Associated Billing Information

Elsie High Allen High School Lunch			
	Price	Adjustment	Reason
Reservation			Total
Resource Charges			
Kitchens Lunch (125)		\$1,625.00	\$1,625.00
Subtotal For: Reservation			\$1,625.00
Event Total: Elsie High Allen High School Lunch			\$1,625.00
Grand Total:			\$1,625.00

Please use the event reference and submit all payments to:

Paying by check:

Sonoma State University Attn: Conference and Event Services Cashiers Office
1801 East Cotati Avenue Rohnert Park, CA 94928

Paying by credit card, debit card or electronic check:

CASHNet will assess a non-refundable service fee for all credit or debit card transactions. To avoid this service fee, you may pay via electronic check at payment checkout by selecting "Bank account" as your payment method.

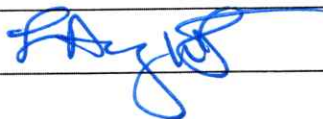
LINK to pay: <https://commerce.cashnet.com/CES>

Please provide current address if the address listed below is incorrect. In the event, that an overpayment is made and a refund is due to the LESSEE, the UNIVERSITY will send a check to the address below.

Should the LESSEE address provided change, you will need to notify the UNIVERSITY and provide the updated address.

ELSIE ALLEN HIGH SCHOOL	Official Org. Name: Santa Rosa City Schools
	Street Address: 211 Ridgway Ave Suite Number: City/Town/Village: Santa Rosa, CA Postal/Zip Code: 95401 Country:

Lessee Signature: _____



Date: 2/16/24