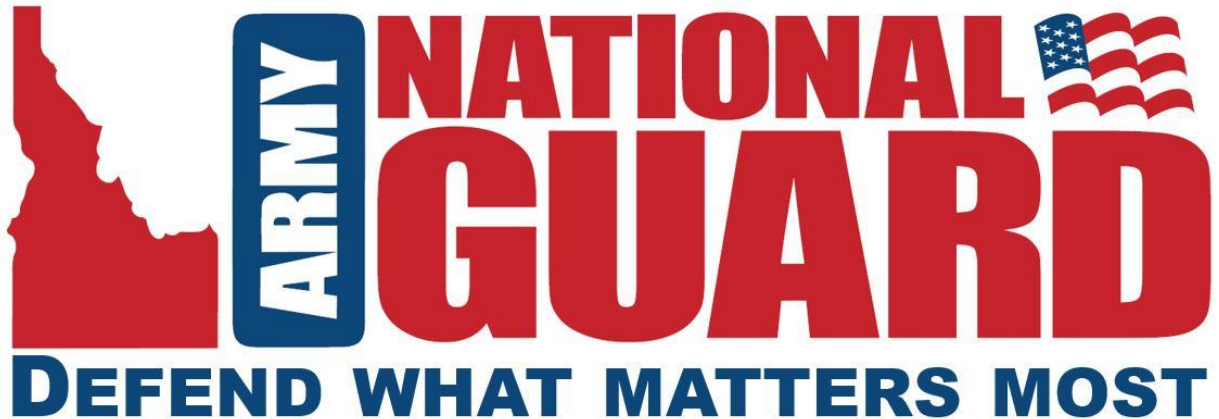


Idaho Army National Guard Facility Use

READINESS CENTER USE PROGRAM



The State of Idaho owns and operates the readiness centers for the primary purpose of the Idaho Army National Guard (IDARNG). The buildings are available to the public and private individuals if their use does not interfere with their primary purpose and the State of Idaho is reimbursed for operating costs. The information provided below is the list of requirements, documentation, and fees required to utilize the readiness centers for public or private use in the State of Idaho. Care must be exercised in determining the use of the armory/readiness center so as to avoid offending neighbors or the public at large. The renter will not engage in, sponsor, or conduct any activities that shed a negative light on the National Guard or violate Federal, State, or local laws while on the rented premises. The IDARNG retains the right to refuse rental for any reason. Building Managers should contact the CFMO Facilities Manager for additional guidance as necessary.

Idaho Army National Guard Facility Use

Appendix A

HOLD HARMLESS AGREEMENT

1. Written notice will be furnished to terminate this agreement. The Idaho Army National Guard reserves the right to terminate this agreement at any time for emergencies or official business.
2. Alcohol will not be sold or otherwise dispensed on the rented premises unless preauthorized per Appendix E of this policy memorandum.
3. The renter will not engage in, sponsor, or conduct any activities that shed a negative light on the National Guard or violate Federal, State, or local laws while on the rented premises.
4. The renter is liable for any damage, destruction, or theft of State, Federal or personal property in or around the rental premises during time of rental even if the renter's occupancy or activities do not directly cause the damage. The IDARNG specifically disclaims all liability for any loss of personal property of the Renter, its employees, agents or invitees.
5. In accordance with the INDEMNIFICATION AND HOLD HARMLESS AGREEMENT below, the State of Idaho is not liable for any theft, damage, or destruction to private property, or bodily injury occurring as a result of the renter's occupancy or activities on the rented premises:
6. The renter will comply with the provisions of Title VI of the Civil Rights Act of 1964 and NGR 24\ANGR 30-121, dated 30 March 1966, "Nondiscrimination in Federally Assisted Program," in connection with its use of the rented space. Admission, participation, seating of participants and spectators, and the use of all rented facilities during exhibit, competition, entertainment, or other public event conducted or sponsored by the renter under this rental agreement will be without regard to race, color, or national origin. Any persons not associated with the organization may be denied admissions whenever the attendance at the event is limited to the membership of a particular organization that does not base membership upon race, color, or national origin. Reasonable accommodation will be provided upon request for persons with disabilities.

I HEREBY JOINTLY AND SEVERALLY AGREE TO INDEMNIFY AND HOLD HARMLESS THE UNITED STATES OF AMERICA, THE STATE OF IDAHO, AND THE IDAHO NATIONAL GUARD, AS WELL AS ALL AGENTS AND OFFICIALS THEREOF, FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, CAUSES OF ACTION AND JUDGMENTS, AND ALL EXPENSES (INCLUDING ATTORNEY FEES) INCURRED IN CONNECTION THEREWITH, FOR DEATH OR ANY INJURIES TO PERSONS OR FOR LOSS OF OR DAMAGE TO PROPERTY ARISING OUT OF OR IN CONNECTION WITH THE USE OF ANY PROPERTY OWNED BY THE STATE OF IDAHO, ACTING BY AND THROUGH THE IDAHO MILITARY DIVISION AND VETERANS AFFAIRS. IN THE EVENT ANY SUCH CLAIMS ARE MADE OR SUITS ARE FILED, THE AFOREMENTIONED RENTER SHALL GIVE THE IDAHO DEPARTMENT OF MILITARY AND VETERANS AFFAIRS PROMPT WRITTEN NOTICE THEREOF. IN WITNESS WHEREOF, THE UNDERSIGNED ENTERED INTO THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT THIS DAY OF _____.

(Renter Printed Name) (Signature) _____

(Building Manager Printed Name) (Signature) _____

Idaho Army National Guard Facility Use

Appendix B

FACILITY USE RATES

RATES

1. There are two types of facility rate programs offered by the Idaho Army National Guard; Non-profit and Profit. Each one is accounted for and pre calculated according to Federal Regulations
2. The minimum rate accounts for up to 3 hours of use and space pre-heating or cooling. After 3 hours it will be amount per Hour.
3. Rates are based on a 12 / 24-hour day (includes space pre-heating or cooling).
4. Rates cover room usage, hallways, and restrooms
5. Checks will be sent to the Idaho Army National Guard Accounting Office, Attn: Readiness Center Revenue Accounts, 4040 W. Guard St Boise, ID. 83707

ARMORY/READINESS CENTER RENTAL- RATE TABLE

Facility	<u>Non-profit / Community Activity Rate</u>			<u>Fundraiser / For-profit Activity / Private Function Rate</u>		
	\$ Minimum	\$ Per Hour	\$ Per Day	\$ Minimum	\$ Per Hour	\$ Per Day
BLACKFOOT	\$33	\$11	\$132	\$39	\$13	\$156
BLDG 440 AUDITORIUM, BOISE	\$33	\$11	\$132	\$39	\$13	\$156
BLDG 440 CLASSROOM, BOISE	\$18	\$6	\$72	\$24	\$8	\$96
BLDG 500 CLASSROOM, BOISE	\$18	\$6	\$72	\$24	\$8	\$96
BLDG 500 DRILL HALL, BOISE	\$33	\$11	\$132	\$39	\$13	\$156
BLDG. 578 BOISE	\$18	\$6	\$72	\$24	\$8	\$96
BLDG. 720, GYM CLASSROOM	\$18	\$6	\$72	\$24	\$8	\$96
BLDG 950 CLASSROOM, BOISE	\$18	\$6	\$72	\$24	\$8	\$96
BLDG 951, DRILL HALL, BOISE	\$33	\$11	\$132	\$39	\$13	\$156
BURLEY RC	\$33	\$11	\$132	\$39	\$13	\$156
CALDWELL RC	\$54	\$18	\$216	\$60	\$20	\$240
CALDWELL ANNEX RC	\$6	\$72	\$24	\$8	\$96	\$152
EMMETT RC	\$33	\$11	\$132	\$39	\$13	\$156
GOODING RC	\$33	\$11	\$132	\$39	\$13	\$156
GRAINGEVILLE RC	\$33	\$11	\$132	\$39	\$13	\$156
HAILEY RC	\$33	\$11	\$132	\$39	\$13	\$156
IDAHO FALLS RC	\$33	\$11	\$132	\$39	\$13	\$156
JEROME RC	\$33	\$11	\$132	\$39	\$13	\$156
LEWISTON RC	\$33	\$11	\$132	\$39	\$13	\$156
MOSCOW RC	\$18	\$6	\$72	\$24	\$8	\$96
MOUNTAIN HOME RC	\$54	\$18	\$216	\$60	\$20	\$240
NAMPA RC	\$33	\$11	\$132	\$39	\$13	\$156
OROFINO RC	\$33	\$11	\$132	\$39	\$13	\$156
PAYETTE RC	\$33	\$11	\$132	\$39	\$13	\$156
POCATELLO RC	\$54	\$18	\$216	\$60	\$20	\$240
POST FALLS RC	\$54	\$18	\$216	\$60	\$20	\$240
PRESTON RC	\$33	\$11	\$132	\$39	\$13	\$156
REXBURG RC	\$33	\$11	\$132	\$39	\$13	\$156
RIGBY RC	\$33	\$11	\$132	\$39	\$13	\$156
ST. ANTHONY RC	\$33	\$11	\$132	\$39	\$13	\$156
TWIN FALLS RC	\$33	\$11	\$132	\$39	\$13	\$156
WILDER RC	\$18	\$6	\$72	\$24	\$8	\$96

Idaho Army National Guard Facility Use

FACILITY SUPERVISION FEE

Facility Supervision Fees. The Building Manager or his / her representative will be present at all times when the readiness center and / or its surrounding property are made available to the Renter. The Renter shall make direct payment to the individual or individuals performing the supervision duty by check upon completion of the event. The following supervision personnel fees apply:

- a. Non-profit / community activity: \$15.00 per hour
- b. Fundraiser / For-profit activity / Private function: \$20.00 per hour

DAMAGE AND CLEANING DEPOSIT

1. A combined damage and cleaning deposit of \$350 shall be collected in a separate check from the Rental Fee to cover potential facility damage or failure to adequately clean up the facility after the rental. The renter may opt to not clean up the readiness center after use and be charged \$150.00 from the total deposit submitted. The renter may also opt to clean up themselves or hire out and supervise their own cleaning service, to avoid paying the \$150.00 cleaning fee. In this event, the clean-up time should also be factored in the total rental hours paid. Upon satisfactory completion of the post-use inspection, the damage and cleaning deposit shall be returned less any incurred costs.
2. The building manager shall hold the Damage and Cleaning Deposit until it is determined the post-rental facility condition. If the facility is clean and undamaged, the building manager will return this deposit to the renter as soon as possible.

Idaho Army National Guard Facility Use

Appendix C

INSURANCE

PROOF OF INSURANCE

Proof of Insurance (certificate of insurance). This requirement is mandatory for all use. The Renter shall obtain liability insurance for the event to be held in the National Guard facility and/or on its surrounding property, which shall name the Idaho National Guard and the State of Idaho as an additional insured and protect the State against any liability for injuries or damage sustained by individuals attending the events. This insurance shall be in the minimum amount of \$1,000,000 per event, and is usually termed 'Special Event Insurance' by the insurance industry (Some homeowner's insurance policies may have this coverage included, but there must be specific verbiage to this effect listed in the policy document(s) submitted). Otherwise the Renter must prove to the Idaho National Guard that it has general liability insurance that would protect the Guard and State from any such claims in the minimum amount of \$50,000 per person.

Idaho Army National Guard Facility Use

Appendix D

WALK THROUGH / AUTHORIZATION FOR ALCOHOL / LAW AND ORDER PROOF

WALK THROUGH

Once forms and payment are submitted to the building manager, a building walkthrough is conducted with the renter to show what rooms/spaces they are permitted to use, restroom locations, emergency exit locations, applicable light switch and building system operations, and trash and recycle container locations, etc.

Walk through topics of discussion will consist of:

1. Authorized & un-authorized areas for the building renter
2. Applicable entrances & exits to be used and secured upon completion
3. Location of building safety equipment and contacts to call in case of vault alarm or fire alarm activation
4. Procedures to follow in case rental event becomes disruptive or destructive
5. Procedures to record and report facility damage
6. Cleaning standards to inspect for at completion of event
7. Schedule applicable HVAC and Access Control System (ACS) support for the rental timeframe per the current CFMO process at least two (2) working days prior to the rental date.
8. Phone numbers to use in case of an emergency

AUTHORIZATION FOR ALCOHOL

The consumption of alcohol is generally prohibited in our facilities unless an Exception to Policy (ETP) is granted to the Renter by the Adjutant General. If the consumption of alcohol is planned, an ETP in a memorandum or letter format must be submitted by the renter which includes mitigation measures for alcohol related concerns (i.e. - professional bartender, limits on alcohol sales, beer and wine only, taxi or ride-share arrangements, reduced% alcohol served; just to name a few potential mitigation measures), - and an insurance rider specific to alcohol consumption.

1. Alcohol will not be possessed, transported, or consumed in any Government Vehicle.
2. There are no exceptions to Laws and regulations guarded by the State of Idaho for Alcohol consumption.
3. Alcohol must not be must not be the primary purpose or focus of the event in a Readiness Center.

LAW AND ORDER PROOF

The Renter shall be required to show proof that they have contracted the local police or state police to have at least one officer of the law (on-duty or off-duty) present for the entire event for 100 to 200 people and two officers for over 200 people. This may also be substituted by a suitable private security company with bonded and insured security guards. Fees for this service shall be the Renter's responsibility with the respective police departments or security firms. The approving official may decide if law enforcement must be present for any event, regardless of size.

Idaho Army National Guard Facility Use

Appendix E

Facility Use Agreement

Building Location	Organization's Name		
Building Manager	Renter's Name		
Manager's Number	Renter's Number		
Number of Attendees			
Start Date:	Start Time:	End Date:	End Time:
Event Description:			

COMPUTATION

- Total Rental Fee _____ (Separate Payment) **Payable to-** Idaho Army National Guard, Accounting Office, Attn: Readiness Center Revenue Accounts, 4040 W. Guard St Boise, ID. 83707
- Security/Cleaning Deposit 350.00 (Separate Payment)
- Building Manager Supervision Fee _____ (Separate Payment)

DOCUMENTATION

Required Documentation	Additional Documentation as Required	Fees
<ul style="list-style-type: none"> <input type="checkbox"/> Facility Use Agreement <input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Hold Harmless Agreement 	<ul style="list-style-type: none"> <input type="checkbox"/> Alcohol E.T.P. <input type="checkbox"/> Law and Order Proof (100 or more participants) 	<ul style="list-style-type: none"> <input type="checkbox"/> Rental Fee <input type="checkbox"/> Security/Cleaning Deposit (Building Manager) <input type="checkbox"/> Facility Supervision Fee (Military Member)

I HEREBY ACKNOWLEDGE THE FOLLOWING DOCUMENTATION FROM THE IDAHO ARMY NATIONAL GUARD, AND WILL FOLLOW THE OUTLINED POLICY PRESENTED. I ACCEPT WILLINGLY THE HOLD HARMLESS AGREEMENT AND WILL FOLLOW THE GUIDELINES PRESENTED TO ME:

Renter Signature / Date

Building Manager Signature / Date
