

Palo Alto Unified School District

Facility Rental Addendum for Energy Conservation and Waste Management

Palo Alto Unified School District (PAUSD) has an ongoing energy conservation program and an interest in saving money and being conscientious about energy use as well as waste management. Energy conservation (electricity, natural gas, and water) and waste management (recycling and composting) are fundamental values for PAUSD.

Please initial each clause below after you have read and understand each one.

_____ To save energy, all HVAC units will be scheduled off for after-hours programs unless requested on by renter.

_____ PAUSD reserves the right to consolidate activities in district buildings in the interest of energy conservation.

_____ If applicable, any group or individual using the pool shall be responsible for properly installing the pool cover at the conclusion of their use.

_____ All garbage, recycling, and compost must be properly sorted and placed in the appropriate waste receptacles.

_____ PAUSD requires facility users to choose reusable, recyclable, or compostable items when using a district site for an event. No styrofoam allowed.

_____ If additional garbage pickup service must be scheduled by the site as a result of improper waste sorting (i.e. recycling and/or composting is placed in garbage receptacle) the renter will be charged for the cost of the additional service.

_____ I have read, received, understood, and will abide by the "Facility Rental Addendum for Energy Conservation and Waste Management," and/or the "Energy Conservation and Waste Management Guidelines for Classroom Rentals."

_____ All sites are audited regularly by PAUSD personnel to check for compliance with district energy conservation and waste management policies. Evidence that the renter has made every effort to comply with the items listed in this addendum must be apparent during the audit, or the renter will receive a warning from PAUSD. A renter who receives an excess of two warnings risks losing the privilege of continuing in a rental agreement with PAUSD.

Energy Conservation and Waste Management Guidelines for Classroom Rentals

We ask all facility users to work together with PAUSD to be conscientious about the energy they use. Please be mindful of these steps:

1. Keep the porch lights of portable classrooms turned off during the day.
2. Turn off lights when exiting a room.
3. If applicable, turn off all electronic equipment when not in use. Please do not turn off anything that you have not turned on. In no cases should networked printers be turned off.
4. Keep doors and windows shut while the heat or air conditioning is on.
5. Before you leave for the day, please double check your room to make sure you have turned everything off.
6. Properly sort your waste. The following is a list of materials that are accepted in Palo Alto's recycling or composting collection program. A complete list of acceptable recyclable and compostable materials is available at www.greenwaste.com/paloalto.

Recycling

- Metal cans/foil
- Glass jars and bottles
- Plastic bottles, cups, and containers
- Film plastic (wraps and bags – must be separately bagged and knotted closed)
- Paper (cardboard, mixed paper, newspaper, magazines)

Compostable

- Food scraps (vegetables, fruits, grains, meat, coffee grounds, tea bags, etc.)
- Food soiled paper (waxed cardboard, paper towels, paper napkins, paper cups, paper plates)
- Yard trimmings (grass/plant clippings, prunings, flowers)
- Compostable plastics (utensils, cups, and bags)