



AMERICAN SAMOA DEPARTMENT OF EDUCATION

FACILITIES USE & RENTAL AGREEMENT

SECTION I: APPLICANT INFORMATION

Organization / Individual Name: _____

Contact Person: _____

Phone Number / Email: _____

Mailing Address: _____

Facility Requested: _____

Purpose of Event: _____

Date(s) & Time of Use: _____

SECTION II: FEES & FINANCIAL TERMS

- **Daily Rental Fee:** A non-refundable fee of \$50.00 per day is required for the use of the specified ASDOE facility.
- **Security Deposit:** A refundable deposit of \$300.00 must be paid prior to approval. This deposit secures the facility reservation and serves as coverage for minor cleanup or minor loss/damage.
- **Assessment of Serious Damages:** The \$300 deposit does not limit the applicant's financial liability. Serious damages, structural harm, or extensive losses to the facility or ASDOE equipment will be assessed separately. The Applicant agrees to pay all additional repair or replacement costs evaluated by ASDOE beyond the \$300 deposit amount.

- **Payment Submission:** All payments must be processed according to official ASDOE Business Office procedures prior to the event date.

SECTION III: TERMS AND CONDITIONS

- **Care of Premises:** The Applicant agrees to leave the facility in a clean, orderly, and sanitary condition immediately following the event.
- **Compliance:** The Applicant must adhere to all ASDOE regulations, school rules, local laws, and public safety guidelines during the rental period.
- **Routing Requirement:** This Use & Rental Agreement is an official attachment and must be routed with the Official ASDOE-BO-F1 Form for administrative review and final execution.

SECTION IV: APPLICANT ACKNOWLEDGMENT

I, the undersigned applicant/authorized representative, have read, understood, and agreed to all the terms, fees, and conditions stated in this agreement. I accept financial responsibility for any extra damages assessed to the facility.

Applicant Signature: _____

Date: _____

Printed Name: _____

SECTION V: ADMINISTRATIVE APPROVALS

Routing and approval must be executed in sequence alongside the Official ASDOE-BO-F1 Form.

1. School Principal Approval

Status: ☐ Approved ☐ Disapproved

Signature: _____ Date: _____

Printed Name: _____

School: _____

2. Division Assistant Director Approval

Status: ☐ Approved ☐ Disapproved

Signature: _____ Date: _____

Printed Name: _____

Division: _____

3. ASDOE Director Approval

Status: ☐ Approved ☐ Disapproved

Signature: _____ Date: _____

Printed Name: _____

Department: American Samoa Department of Education



AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF EDUCATION
"O Fanau A'oa'oina o le Aso, o Ta'ita'i o a Taeao"
P.O. Box DOE, Pago Pago, American Samoa 96799 | Tel: (684) 633-5237

Form: ASDOE-BO-F1

Ref #: _____
Date: ____/____/20__

ASSESSMENT OF FINES & FACILITY VENUE USE FORM

SECTION 1: SCHOOL, STUDENT & APPLICANT DETAILS

TO BE COMPLETED BY SCHOOL SITE

School Name: _____ Date Assessed: _____
Student Name: _____ Student ID #: _____
Parent / Responsible Party: _____ Grade / Organization: _____
Contact Phone: _____ Email Address: _____

SECTION 2: FINES & FACILITY USE ASSESSMENT SCHEDULE

ALL OTHER STANDARD FEES ARE PROCESSED ON FORM ASDOE-BO-F1

Sel	Item Code	Description / Assessment Item	Type	Official Rate	Total Amount
[]	DOE 12	Lost / Damaged Textbook or Learning Material Fine	FINE	Replacement Cost	\$ _____
[]	DOE 13	Tech Equipment Damage / Device Maintenance Fine	FINE	Assessed Repair	\$ _____
[]	DOE 14	Facility Care / Campus Property Damage Fine	FINE	\$50.00 base	\$ _____
[]	DOE 15	Facility / Maintenance Venue Daily Usage Fee	FEE	\$50.00 / day	\$ _____
[]	DOE 16	Facility Security Deposit (Refundable)	FEE	\$300.00 / event	\$ _____
[]	DOE 17	Sports / Conduct Fine (Assessed by PEAC / ASHAA)	FINE	\$50.00	\$ _____
[]	DOE 18	Other Facility Use or Property Damage Assessment	FINE	Variable	\$ _____
TOTAL ASSESSED AMOUNT DUE:					\$ _____

Detailed Explanation / Facility Use Event & Dates / Incident Description (Required):

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SECTION 3: SCHOOL LEVEL VERIFICATION

I hereby certify that the fees/fines assessed above comply with current ASDOE policy and represent accurate costs for school property, services, or infractions.

Principal / Authorized School Administrator Signature

Printed Name & Title

Date

SECTION 4: ASDOE BUSINESS OFFICE RECEIPT

To be completed by Cashier upon payment receipt.

Method: ☐ Cash ☐ Check ☐ Money Order

Amount Paid:

Receipt #:

Check / MO #:

Date Paid:

Cashier Signature & Office Stamp

Routing Instructions: 1. School originates form & assesses fee/fine. 2. Principal signs Section 3. 3. Parent/Payee submits form with payment to ASDOE Business Office (Utulei). 4. Business Office issues official receipt and records transaction in Section 4.



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P.O. Box DOE, Pago Pago, American Samoa 96799 | Tel: (684) 633-5237

Form: ASDOE-BO-F2

Ref #: _____
Date: ____/____/20__

ASSESSMENT OF STANDARD STUDENT FEES FORM

SECTION 1: STUDENT, SCHOOL & ATHLETIC PROGRAM DETAILS

TO BE COMPLETED BY SCHOOL SITE

Name: _____ Date Assessed: _____
SCHOOL: _____ Student ID #: _____
OFFICE/ DIVISION: _____ EMAIL : _____
Contact Phone: _____ Sport / Activity: _____

SECTION 2: STANDARD STUDENT & PROGRAM FEE SCHEDULE

PROPERTY FINES & VENUE RENTALS USE FORM ASDOE-BO-F1

Sel	Item Code	Description / Fee Item	Type	Official Rate	Total Amount
[]	DOE 01	ASHAA Membership Fee (Private School Participation)	FEE	\$250.00 / yr	\$ _____
[]	DOE 02	ASHAA Membership Fee (Public School Participation)	FEE	\$200.00 / yr	\$ _____
[]	DOE 03	ASHAA Sport Registration Fee (JV Football)	FEE	\$75.00 / sport	\$ _____
[]	DOE 04	ASHAA Sport Registration Fee (Varsity Football)	FEE	\$100.00 / sport	\$ _____
[]	DOE 05	ASHAA Sport Registration Fee (Girls Varsity Volleyball)	FEE	\$50.00 / sport	\$ _____
[]	DOE 06	ASHAA Sport Registration Fee (Girls JV Volleyball)	FEE	\$50.00 / sport	\$ _____
[]	DOE 07	ASHAA Sport Registration Fee (Softball)	FEE	\$50.00 / sport	\$ _____
[]	DOE 08	ASHAA Sport Registration Fee (Boys Varsity Volleyball)	FEE	\$50.00 / sport	\$ _____
[]	DOE 09	ASHAA Sport Registration Fee (Boys JV Volleyball)	FEE	\$50.00 / sport	\$ _____
[]	DOE 10	ASDOE Student Services Annual Processing Fee	FEE	\$5.00 / yr	\$ _____
[]	DOE 11	Transportation Towing / Vehicle Service Fee	FEE	Per Incident	\$ _____
[]	DOE 18A	Other Standard Student Service / Activity Fee	FEE	Variable	\$ _____
TOTAL ASSESSED FEES DUE:					\$ _____

Special Notes / Registration Particulars / Additional Activity Details:

SECTION 3: SCHOOL LEVEL AUTHORIZATION

I certify that the student / institution named above is registered for the specified ASDOE program or athletic activity in accordance with department policy.

Principal / Athletic Director / Official Signature

Printed Name & Title

Date

SECTION 4: ASDOE BUSINESS OFFICE RECEIPT

To be completed by Cashier upon payment receipt.

Method: ☐ Cash ☐ Check ☐ Money Order

Amount Paid: _____

Receipt #: _____

Check / MO #: _____

Date Paid: _____

Cashier Signature & Office Stamp

Routing Instructions: 1. School/Athletic Director originates form & selects applicable fees. 2. School official signs Section 3. 3. Student/Parent submits form with payment to ASDOE Business Office (Utulei). 4. Business Office issues official receipt in Section 4.