These worksheets are to assist with your reporting on the game manager’s portal. We will only need the Ticket Return portion uploaded and returned to our offices as you will see on “step 9” in the portal.

**CONTEST SITE:**

**CONTEST #:**

**TICKETS SOLD:**

<table>
<thead>
<tr>
<th>Visiting School / Class / Gender</th>
<th>Home School / Class / Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adult</th>
<th>$8=</th>
<th>Student</th>
<th>$4=</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Tik-A-Tap tickets presented:  

Total Attendance:  

Total Gate Sales: $__________

**Radio Broadcasting, Real-Time Web Publishing, and/or Internet Audio Broadcasting:**

<table>
<thead>
<tr>
<th>Radio Station Call Letters, Real Time, Web Publisher, Internet Audio Broadcaster</th>
<th>Contest #</th>
<th>Check #</th>
<th>Rights Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Radio Broadcasting, Real-Time Web Publishing, and/or Internet Audio Broadcasting: $__________

**Cablecasting/Telecasting and/or Internet Video Broadcasting**

<table>
<thead>
<tr>
<th>Cablecasting/Telecasting Call Letters, and/or Internet Video Broadcaster</th>
<th>Contest #</th>
<th>Check #</th>
<th>Rights Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Cablecasting/Telecasting and/or Internet Video Broadcasting: $__________

**FINANCIAL SUMMARY**

**Step 10**

- **Total Gross Receipts:** $__________
- **Amount Deposited:** $__________
- **Date:** __________
- **Total Request for PIAA-Issued Check:** $__________
- **CSLA (must be pre-approved):** $__________
- **NET (Gross receipts less Check request less pre-approved CSLA):** $__________
## TICKETING FINANCIAL WORKSHEET

### ADULT:

<table>
<thead>
<tr>
<th>Roll</th>
<th>Description</th>
<th>Formula</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Last sold ticket number</td>
<td>( \text{Last sold ticket number} - \text{first sold ticket number} + 1 )</td>
<td>( \times 8 )</td>
</tr>
<tr>
<td>2nd</td>
<td>Last sold ticket number</td>
<td>( \text{Last sold ticket number} - \text{first sold ticket number} + 1 )</td>
<td>( \times 8 )</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL ADMISSION**: \( \text{Sum of 1st and 2nd rolls} \times 8 \)

**GATE SALES**: \( \text{As calculated for total general admission} \times 8 \)

### STUDENT:

<table>
<thead>
<tr>
<th>Roll</th>
<th>Description</th>
<th>Formula</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Last sold ticket number</td>
<td>( \text{Last sold ticket number} - \text{first sold ticket number} + 1 )</td>
<td>( \times 4 )</td>
</tr>
<tr>
<td>2nd</td>
<td>Last sold ticket number</td>
<td>( \text{Last sold ticket number} - \text{first sold ticket number} + 1 )</td>
<td>( \times 4 )</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL ADMISSION**: \( \text{Sum of 1st and 2nd rolls} \times 4 \)

**GATE SALES**: \( \text{As calculated for total general admission} \times 4 \)
TICKET RETURN SHEET

Sport: ___________________________ Contest #: __________________ Contest Date: ____________

This page is to be scanned and uploaded to our game manager portal (step 9).

1st Roll: Affix 1st Ticket from roll here (before 1st sold ticket):

ADULT

STUDENT

1st Roll: Affix 1st UNSOLD Ticket here (after last sold ticket):

ADULT

STUDENT

2nd Roll: Affix 1st Ticket from roll here (before 2nd sold ticket):

ADULT

STUDENT

2nd Roll: Affix 1st UNSOLD Ticket here (after last sold ticket):

ADULT

STUDENT
PIAA INTER-DISTRICT TEAM TENNIS CHAMPIONSHIP CONTEST(S) REQUEST FOR CHECK FORM

CONTEST(S) NUMBER(S): __________________________ CONTEST(S) DATE: __________________________ CONTEST(S) SITE: __________________________

PIAA shall issue checks for payments to Inter-District Team Tennis Championship Contest(s) sites for their non-contracted rental charges and services, PIAA-Appointed Contest(s) Managers, USTA/ITA Umpires, and all other individuals compensated for facilities or services rendered in connection with Inter-District Team Tennis Championship Contests. Payments to Inter-District Team Tennis Championship Contest(s) sites for their non-contracted rental charges and services, PIAA-Appointed Contest(s) Managers, USTA/ITA Umpires, and all other individuals compensated for facilities or services rendered in connection with Inter-District Team Tennis Championship Contests shall occur as soon as reasonably possible following the submission of the respective Inter-District Team Tennis Championship Contests financial reports to the PIAA Director of Business Affairs.

PIAA District Committees may, in the alternative, use their respective PIAA District Committee checking accounts for payments to Inter-District Team Tennis Championship Contest(s) sites for their non-contracted rental charges and services, PIAA-Appointed Contest(s) Managers, USTA/ITA Umpires, and all other individuals compensated for facilities or services rendered in connection with Inter-District Team Tennis Championship Contests. The District Committee shall then promptly seek reimbursement from PIAA for such payments. All payments shall be made by check as soon as reasonably possible following submission of the respective Inter-District Team Tennis Championship Contests financial reports, along with evidence of the payments by the District Committee, to the PIAA Director of Business Affairs.

PART I. CONTEST(S) SITE’S NON-CONTRACTED RENTAL CHARGE.

<table>
<thead>
<tr>
<th>Contest(s) Site's Name:</th>
<th>Contest(s) Site’s Mailing Address:</th>
<th>Amount Due:</th>
<th>Authorized Contest(s) Site Representative’s Name:</th>
<th>Authorized Contest(s) Site Representative’s Telephone Number:</th>
<th>Authorized Contest(s) Site Representative’s Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>( )</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

PART II. PIAA-APPOINTED TEAM TENNIS CONTEST(S) MANAGER’S HONORARIUM. THIS HONORARIUM REPRESENTS COMPENSATION FOR ALL EXPENSES INCURRED IN CARRYING OUT THE DUTIES AND RESPONSIBILITIES OF PIAA-APPOINTED CONTEST(S) MANAGER.

<table>
<thead>
<tr>
<th>PIAA-Appointed Contest(s) Manager’s Full Name:</th>
<th>PIAA-Appointed Contest(s) Manager’s Mailing Address:</th>
<th>Amount Due:</th>
<th>Social Security Number:</th>
<th>PIAA-Appointed Contest(s) Manager’s Home Telephone Number:</th>
<th>PIAA-Appointed Contest(s) Manager’s Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>-- --</td>
<td>( )</td>
<td>X</td>
</tr>
</tbody>
</table>

SUBTOTAL AMOUNT DUE (Include Assistant only if in excess of $100) $ __________

PART III. USTA/ITA UMPIRE HONORARIUM IS $80 FOR 1ST CONTEST AND $55 FOR 2ND CONTEST OF DOUBLEHEADER.

<table>
<thead>
<tr>
<th>PIAA-Assigned Contest Official’s Full Name:</th>
<th>PIAA-Assigned Contest Official’s Mailing Address:</th>
<th>Amount Due:</th>
<th>Social Security Number:</th>
<th>Home Telephone Number of USTA/ITA Umpire:</th>
<th>Signature of USTA/ITA Umpire:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>-- --</td>
<td>( )</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

2.                                               |                                                   | -- --       | ( )                      | X                                        |                                |

SUBTOTAL AMOUNT DUE (All PIAA-Assigned Contest Officials) $ __________

PART IV. INDIVIDUALS OR ENTITIES WHO ARE COMPENSATED FOR AN AMOUNT IN EXCESS OF $100 FOR FACILITIES OR SERVICES RENDERED IN CONNECTION WITH INTER-DISTRICT TEAM TENNIS CHAMPIONSHIP CONTEST(S) AND/OR INDIVIDUAL OR ENTITY TO WHOM THE CHECK FOR THE NET DEFICIT IS TO BE MADE PAYABLE.

<table>
<thead>
<tr>
<th>Individual’s or Entity’s Full Name and Service(s) Rendered:</th>
<th>Individual’s Home Mailing Address or Entity’s Business Address:</th>
<th>Amount Due:</th>
<th>Individual’s Social Security Number:</th>
<th>Individual’s Home Telephone No. or Entity’s Business Telephone No.:</th>
<th>Individual’s or Authorized Entity Representative’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>$</td>
<td>-- --</td>
<td>( )</td>
<td>X</td>
</tr>
</tbody>
</table>

2.                                                          |                                                               | $           | -- --                                | ( )                                                          | X                                                         |
### PART IV (CONT’D). INDIVIDUALS OR ENTITIES WHO ARE COMPENSATED FOR AN AMOUNT IN EXCESS OF $100 FOR FACILITIES OR SERVICES RENDERED IN CONNECTION WITH INTER-DISTRICT TEAM TENNIS CHAMPIONSHIP CONTEST(S) AND/OR INDIVIDUAL OR ENTITY TO WHOM THE CHECK FOR THE NET DEFICIT IS TO BE MADE PAYABLE.

<p>| | | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>3.</td>
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<tr>
<td>4.</td>
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<tr>
<td>5.</td>
<td>$</td>
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<tr>
<td>6.</td>
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<td>7.</td>
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<td>8.</td>
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<tr>
<td>9.</td>
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<tr>
<td>10.</td>
<td>$</td>
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</tr>
</tbody>
</table>

**SUBTOTAL AMOUNT DUE** (All Individuals or Entities in Excess of $100. Attach additional sheet as necessary.)

$  

**TOTAL AMOUNT DUE** (Add Part I, Part II, Part III, and Part IV. Subtotal Amounts Due and forward this Total Amount Due to TOTAL CHECK DISBURSEMENTS line of DISBURSEMENTS SUMMARY.)

$  

PieAA-Appointed Contest(s) Manager's Signature

Daytime Telephone Number

**LINE B**

PLEASE COMPLETE ALL FIELDS FOR APPLICABLE CONTEST(S) SITE NON-CONTRACTED RENTAL CHARGE, PIEAA-APPOINTED CONTEST(S) MANAGER, USTA/ITA UMPIRES, AND INDIVIDUALS OR ENTITIES IN EXCESS OF $100, IN ORDER FOR PAYMENT TO BE PROCESSED.

PLEASE USE BLACK INK AND PRINT CLEARLY OR TYPE.
PIAA CONTEST(S) SITE LEASE AGREEMENT
(CHECK PAYMENT ONLY – NO CASH DISBURSEMENTS WITH THIS AGREEMENT)

THIS CONTEST(S) SITE LEASE AGREEMENT ("Agreement") is entered into this ______ day of ___________, 20__, between the Pennsylvania Interscholastic Athletic Association, Inc. ("PIAA"), and ___________________________ ("OWNER").

WHEREAS, OWNER is the owner of athletic facilities, including competition surface, locker rooms, parking lot(s), and related facilities, located in or at ____________________________, which facilities can be used for interscholastic athletic competition (the "Premises") in the sport of ______________________; and

WHEREAS, PIAA desires to utilize the Premises for one or more interscholastic athletic competitions ("Contest(s)") between PIAA member schools in the sport of ______________________ to be played on ______________________, 20__; and

WHEREAS, OWNER desires to lease the Premises to PIAA for this limited purpose.

NOW, THEREFORE, in consideration of the foregoing, PIAA and OWNER hereby agree as follows:

I. GENERAL TERMS

OWNER hereby leases to PIAA the Premises for the use of PIAA to hold one or more interscholastic athletic Contests in the sport of ______________________ on ______________________, 20__.

II. TERM OF LEASE

A. PIAA is hereby leased, and shall have use of, the Premises beginning at ___________ o’clock on ______________________, 20__, and ending one hour following the completion of the last Contest. PIAA may also have access to the Premises at other reasonable times in advance of the beginning of the term of this Lease, but it shall secure permission from OWNER to obtain access.

B. Doors and/or gates to the Contest(s) will be opened by OWNER no less than one hour before the scheduled commencement time of the Contest(s).

III. RENTAL CHARGES AND SERVICES – PAYABLE BY CHECK ONLY

In consideration of the Lease herein given, PIAA agrees to pay OWNER by check in full payment of rental charges and services including, but not limited to, utilities (including but not limited to heating, lighting, air conditioning, water, etc.), janitorial services, security services, maintenance services, ticket sellers, ticket takers, ushers, locker room attendants, and parking lot attendants, the sum of $_________________.

Please delineate the following charges (if applicable): Site Rental $________

Police .......................................................... __________

Security .......................................................... __________

Sports Medicine / Trainer ........................................ __________

Other Event Personnel ............................................. __________

Total (must equal sum in III-A above) ... $____________

(A detailed list of rental charges and services, if available, may be attached in lieu of the above)

IV. OBLIGATIONS

OWNER shall, at its cost, provide the following services for the term of the Lease: lighting, electricity, air-conditioning, heating, water, sewer rental, refuse collection, building, HVAC equipment, common area, security, landscape maintenance, and snow and ice removal.

OWNER shall be responsible for payment of any real estate taxes assessed against the Premises and the land upon which the Premises are situated. OWNER shall, at its cost, maintain (i) fire and casualty insurance coverage with all-risk endorsements with respect to the Premises in an amount equal to the replacement cost of the Premises, and (ii) public liability insurance coverage with an aggregate limit of not less than One Million Dollars ($1,000,000.00) insuring against injury or death to persons occurring in or about the Building and against property damage.
PIAA shall not damage nor permanently alter the Premises nor attach permanent fixtures to the Premises without the written consent of OWNER.

OWNER shall, at its cost, be responsible for the provision of security for the Premises immediately before, during and immediately following the Contest(s).

Access by the media to the Contest(s) shall be governed by applicable PIAA Policies and Procedures in place at the time of the Contest(s).

PIAA shall establish ticket prices and shall restrict access to the Premises consistent with its Policies and Procedures.

V. MUTUAL INDEMNIFICATION/WAIVER OF SUBROGATION

A. Each party shall defend, indemnify and hold harmless the other, its officers, employees, agents, board members, affiliates, and insurers from any and all claims and liability for damage to property or injury to person or persons, firm or firms, corporation or corporations, including PIAA and OWNER, their invitees, agents, contractors, employees, assigns, or other persons, if due to the negligence or any act or omission on the part of the indemnifying party, or anyone in their control or employ.

B. Each party waives any and every claim which arises or may arise in its favor against the other during the term of this Lease or any extension or renewal thereof for any and all loss or damage covered by valid and collectible insurance policies. Such waiver shall be in addition to, and not in derogation of, any other waiver or release contained in this Agreement with respect to any loss or damage of property of either party. Inasmuch as the waiver will preclude the assignment of any aforesaid claim by way of subrogation (or otherwise) to an insurance company (or any other person), each party is advised to give such of its insurance companies written notice of the terms of such waiver and to have insurance policies properly endorsed, if necessary.

VI. INSURANCE

PIAA shall secure and maintain, through the term of this Lease, Owners, Landlords and Tenants Liability Insurance coverage in the amount of One Million Dollars ($1,000,000) for each person; Three Million Dollars ($3,000,000) for each occurrence for Bodily Injury; and One Million Dollars ($1,000,000) Property Damage. Upon OWNER’s request, a Certificate of Insurance is to be furnished by PIAA showing OWNER as an Additional Named Insured.

VII. CONCESSIONS/MERCHANDISE

OWNER reserves all concessions and concession rights including, but not limited to, food, beverage, programs, and parking, if applicable. PIAA shall be permitted to sell PIAA-related clothing, apparel and products.

VIII. ANNOUNCEMENTS

OWNER is entitled to make such announcements as it may deem necessary at any time in the interest of public safety. PIAA shall cooperate and will cause its agents to cooperate with the delivery of such announcements for public safety including, but not limited to, announcements to require spectators to return to their seats. OWNER agrees to make such announcements as PIAA may deem appropriate to or in conjunction with the Contest(s).

IX. STAFFING

OWNER shall secure all necessary staffing including, but not limited to, ticket sellers, ticket takers, ushers, security, locker room attendants, and parking lot attendants, if applicable. OWNER shall determine the appropriate number of security and staff personnel necessary to properly serve and protect the public.
X. PUBLIC SAFETY

A. At all times, PIAA will conduct its activities with full regard to public safety and will observe and abide by all applicable regulations and requests by OWNER’s security personnel and duly authorized governmental agencies responsible for the provision of public safety to assure such safety.

B. All portions of the sidewalks, entries, doors, passages, vestibules, halls, corridors, stairways, passageways, and all ways of access to public areas of the Premises shall be kept unobstructed by PIAA and shall not be used for any purpose other than ingress and egress to and from the Premises by PIAA, unless prior written permission is obtained from OWNER.

XI. COMPLIANCE WITH LAWS AND REGULATIONS

A. Each party agrees to comply with all the laws, ordinances and regulations adopted or established by federal, state, or local governmental agencies or bodies and with all OWNER rules and regulations.

B. Each party agrees to comply with all requirements of the Americans With Disabilities Act as it pertains to the accommodations for all invitees, except those participating student-athletes who are otherwise bound by the relevant National Federation of State High School Associations (NFHS) rules book.

XII. POSSIBLE CONFLICTS WITH RFPs

To the extent that the terms of this Agreement are in conflict with the terms and conditions set forth in any Request for Proposal (RFP), or response thereto, pursuant to which PIAA awarded the right to host certain Contest(s) to OWNER, the terms of the RFP and response thereto shall control over the terms of this Agreement.

XIII. AUTHORIZED REPRESENTATIVE OF PIAA

Those persons duly authorized to sign this Agreement on behalf of PIAA are its Executive Director, or its Executive Director’s designee, provided that the signatory for PIAA is neither the OWNER nor an agent or employee of the OWNER of the athletic facility to be leased. Questions regarding whether or not a person is authorized to sign this Agreement should be brought to the attention of the Executive Director of PIAA.

XIV. BINDING EFFECT Game

The parties intend to be legally bound and this Agreement shall extend to and bind themselves, their successors and assigns.

OWNER: PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC.: 

By: ________________________________ By: ________________________________

TITLE: ________________________________ TITLE: ________________________________