



**SPORT OPERATOR GUIDELINES  
FACILITY RENTAL CONTRACTS  
\*FOR INTERNAL USE ONLY\***

Please adhere to these guidelines whenever requesting a Facility Rental Contract from a Facility or submitting a Facility Rental Contract for review via Ironclad.

1. **Facility Rental Information Sheet**: Provide the Facility with the Facility Rental Information Sheet when booking the Rental. *If this is not possible because you are booking the rental using an online form (e.g., Facilitron or similar online booking platform), submit the information to the Facility in accordance with the guidelines below.*
2. **Invoices**: If the Facility provides you with an invoice only or informs you that they do not have a standard Facility Rental Contract, create a Facility Rental Agreement using Legal's approved template in Ironclad by clicking "Start Workflow" and then selecting the "**Facility Rental Agreement - Third Party Owned**" option. .
3. **Acceptable File Types**: When you are submitting the Facility Rental Information Sheet to the Facility, ask if they can provide you with an **UNSIGNED, WORD VERSION** of their Facility Rental Contract. If this is not possible, an unsigned .pdf version is sufficient. Please do not submit .jpg or .png files. Scanned or photographed files will delay the review process.
4. **Pre-Review**: Confirm the following information is correct **BEFORE** submitting the Facility Rental Contract for review:
  - (i) The Rental Information in the Facility Rental Contract is the information listed in Section 5 below;
  - (ii) The event dates and rental times are correct; and
  - (iii) The total rental fee, rental rates, and deposit amount(s) are the terms you negotiated with the Facility.



5. **Rental Information:** Use the guidelines below when submitting the request, and ensure your Facility Rental Contract contains these terms:

**3STEP Event Name:** Do not list the individual employee's name as the Renter. Instead, please provide the following:

**Year:** Rental year

**Brand:** Name of the 3STEP brand

**Event:** Name of the event + use type (e.g., showcase, practice, tournament, etc.)

**EXAMPLE:**

[2023] [West Coast Elite] [Jam Fest Tourney]

**Renter/Organization  
Legal Entity Name:**

3 STEP SPORTS LLC

**Renter/Organization  
Entity Type:**

Delaware limited liability company

**Renter/Organization  
Mailing Address:**

300 Brickstone Square, Andover, MA 01810

**Renter/Organization FEIN:**

81-1811896

6. **Forms:** If you receive a form with "fill-in-the-blanks", for your Event's information (*i.e.*, event name, event dates, number of courts/fields, *etc.*), complete those fields before submitting the Facility Rental Contract for review. Facility Rental Contracts submitted with blank fields will delay the review process.
7. **Signing Documents:** **DO NOT sign the Facility Rental Contract before submitting it for review in Ironclad.** Once approved, Legal will a) determine the appropriate 3STEP signer in accordance with 3STEP's Signature Authority Policy and b) notify that person to sign the Facility Rental Contract.