

**REQUEST FOR USE OF  
SCHOOL FACILITIES**

**FILING PROCEDURES FOR  
USE OF FACILITIES**

A request is made to the District Office at least two (2) weeks before the requested use.

The Board Secretary shall review the submitted request form, checking to be sure the applicant has filled in all of the necessary information and has signed the form. The Secretary will determine the availability of the Facility and forward the request to the Business Manager. Any relevant information concerning previous District experience with the requested use or the applicant shall accompany the application.

If approved by the Business Manager, the Secretary will notify the applicant of the approval, any conditions imposed, the amount of the applicable use fee and any other costs, and the requirement that evidence of the required liability insurance policy be provided to the District no less than three days prior to the scheduled use. Failure to submit proof of acceptable insurance will cancel approval of the use.

Copies of the approved request will be distributed to the Assistant Principal for Support Services and Director of Maintenance and Facilities.

The Secretary shall inform applicants without school insurance of the availability of Facility Use Insurance through the Arizona School Risk Retention Trust, Inc. Applications for coverage and the Facility Use Agreement required by the Trust will be provided upon request.

The District will bill the group or individual user after the use, based on actual time the facility is used. Failure to pay the applicable fees will result in the denial of any use of the District's facilities in the future.

1. There is a minimum charge of \$15.00 without 24-hour notice of cancellation.
2. All Charges are payable within two (2) weeks of event. Payment must be made by cash, cashiers' check or money order payable to Santa Cruz Valley Union High School. Personal checks will not be accepted.

## Facilities Use Fees

This Schedule is designed:

- To make school facilities available to District-related groups at no charge
- To recover costs to the District for utilities and custodial services when non-student school-related groups use facilities for events open to the public
- To charge other non-profit groups an hourly fee that is within the range of charges by other area school districts, and includes the cost of utilities, custodial services and maintenance charges to restore facilities to pre-use condition (e.g., adding and leveling dirt on playing fields)
- To establish a higher hourly rate to commercial and for profit organizations.

Terms applicable to all uses:

- Use of athletic fields during the District's season requires approval of Athletic Director and Head Coach.
- A District employee must be present at all times, with limited exceptions permitted by the District Superintendent or Business manager. Users will be charged for a maintenance/ custodial person at a rate of \$ 25 per hour during normal work hours Monday-Friday. The hourly rate will be \$ 35 on weekends or holidays. There is a minimum of two hours.
- The kitchen may be used only with a cafeteria employee present. Users will be charged at the rate of \$ 16 during the employee's normal work hours Monday-Friday, and \$ 25 at other times. There is a minimum of two hours.

**Classes of Users**

**Class I – No hourly charge for use.**

**IA – *No charge***

School-sponsored activities

Student Clubs

Booster clubs/PTO\*

\* Will be treated as Class IB for an event open to the public.

**IB- *Cost of Utilities + Custodial Expense + Special Maintenance Expenses***

Elementary Feeder Districts

City

Little League, Senior League

Recognized youth organizations, such as Boy Scouts, Girl Scouts, Boys & Girls Club

**Class II – *See fee schedule***

Community college\*\*

Governmental organizations

Churches

Musical/other recitals

Civic organizations

Service organizations

Cultural organizations

Private persons

\*\* Some uses by CAC could be considered as useful to the District’s educational mission, and treated as Class IB (e.g., GED classes, ESL, classes for paraprofessionals), or Class IA, if the class is being presented at the request of the District.

**Class III - *See fee schedule***

Commercial or for-profit organizations

**FEE SCHEDULE**  
**(HOURLY RATES)**

<u>Facility</u>	<u>Class II</u>	<u>Class III</u>
Auditorium	\$140.00 per hour	\$160.00 per hour
Cafeteria	60.00	80.00
Baseball Field w/ lights	60.00	80.00
Baseball Field w/o lights	40.00	60.00
Football Field w/ lights	90.00	110.00
Football Field w/o lights	50.00	70.00
Gymnasium	80.00	100.00
Kitchen	50.00	70.00
Locker Rooms	40.00	60.00
Media Center	50.00	70.00
Tennis Courts w/ lights	40.00	60.00
Tennis Courts w/o lights	25.00	40.00

**REGULATIONS FOR  
USE OF FACILITIES**

An applicant requesting the use of school facilities agrees to comply with the following rules and the District Policy concerning conduct on school property if granted permission to use the requested school facilities.

- All community group activities, including preparations, must be conducted in such a manner that a student can continue their educational programs without undue interruption.
- An employee of the District must be on duty whenever a school building is used by an organization or group. If a District employee is not available, the use of the facility may not be approved.
- The applicant is held responsible for the preservation of order. All children attending or participate in the event or activity must be supervised by responsible adults.
- No alcoholic liquors or beverages shall be brought to or consumed in the buildings or on the grounds.
- Tobacco and smoking is prohibited on school property.
- Putting up decorations or scenery or moving pianos or other major furniture is not allowed without prior permission.
- Nothing shall be sold, given, exhibited, or displayed for sale without prior permission from the school. Any sales are prohibited unless the proceeds will be used for charitable or nonprofit educational purposes.
- All groups must provide the District with documentary evidence of liability insurance with a limit of at least ten thousand dollars (\$10,000) for property damage and one million dollars (\$1,000,000.) for bodily injury. Each group will be responsible for the repair or replacement of damaged equipment, furniture, or facility.

- The District reserves the right to require, if it should deem it necessary, a cash bond of five hundred dollars (\$500). Or more to cover any damages that might be done to any equipment, furniture, or facility.
- All wages earned by District employees on duty for approved facilities use shall be paid by the District. No District employees shall be paid directly by any group using the facilities.
- When more than one (1) applicant requests the use of a facility for the same time, the applicant filing first shall be given first consideration. If a school program or calendar changes, the school program shall take priority, even if the activity has been scheduled. Every effort will be made to reschedule the activity as conveniently as possible when such cancellation has occurred.
- The issuance of keys to the District facilities to those using the facility is not permitted.
- Permission shall be denied for activities that would exceed the capacity of the facility or be in violation of fire or safety regulations. It shall be the responsibility of the applicants to make appropriate members familiar with the use of fire and there safety devices and procedures.
- All activities must be conducted within the laws, rules and regulations of the State of Arizona and applicable municipal subdivisions.
- Requests for future use may be denied to an organization that fails to comply with established rules.

### CLEAN-UP CHECKLIST

The club sponsor is responsible for the group's having completed all of the items on this checklist.

- \_\_\_ Place all trash in trash cans.
- \_\_\_ Remove all decorations, including tape or other fasteners.
- \_\_\_ Mop up any liquid spills.
- \_\_\_ Sweep or vacuum, as required by floor covering.
- \_\_\_ Turn off all faucets.
- \_\_\_ Flush all toilets.
- \_\_\_ Return furniture to original locations.
- \_\_\_ Remove (scrape?) gum from all surfaces.
- \_\_\_ In warm weather, set thermostat to 82°; in cold weather, 62°.
- \_\_\_ Check that windows are closed and locked.
- \_\_\_ Turn off lights.
- \_\_\_ Close and lock all doors.

Club: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Area used: \_\_\_\_\_

Date: \_\_\_\_\_

Condition:    Acceptable \_\_\_\_\_    Not Acceptable \_\_\_\_\_

Inspected by: \_\_\_\_\_  
Administrator or Maintenance Supervisor

**Santa Cruz Valley Union High School District**

**900 N. Main St.**

**Eloy, AZ 85231**

**Request and Agreement to Use School Property**

Organization or Person requesting facility \_\_\_\_\_

Requestor is: Individual \_\_\_\_\_; Governmental \_\_\_\_\_; Non-profit \_\_\_\_\_; Commercial \_\_\_\_\_

Type of Event \_\_\_\_\_

Date(s) needed (list each day requested) \_\_\_\_\_

Starting Time \_\_\_\_\_ a.m./p.m.    Ending time \_\_\_\_\_ a.m./p.m.

Rehearsal/Prep (dates and times) \_\_\_\_\_

Contact Person \_\_\_\_\_ Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Admission Fee \_\_\_\_\_

Equipment request list: \_\_\_\_\_

\_\_\_\_\_

Buildings or Outdoor Facilities requested: \_\_\_\_\_

Equipment requested: \_\_\_\_\_

Vehicle Requested: \_\_\_\_\_

**Conditions Governing the Use of School Property**

Equipment: User must return equipment at an agreed time. Equipment must be returned in a clean and operable manner so that it can be immediately put to use. The user assumes liability for damages, loss and needed cleaning, or repair of equipment.



Transportation: School vehicles may not be taken out of state. The vehicle must be returned with a full tank of proper fuel. Users must return the vehicle and the keys to the vehicle "compound" daily. Users of transportation must have adequate insurance coverage and provide the district with a copy of the policy showing protection for the district. Vehicles must be cleaned after use. Only school approved individuals may drive school vehicles. All drivers must have a driver's license on file with the school. User assumes liability for damages, loss and cleaning of the vehicle.

\*All exits must remain unlocked when a school facility is occupied. No food or drinks will be allowed in the auditorium by anyone. Smoking is not allowed on school property.

1. There is a minimum charge of \$15.00 without 24-hour notice of cancellation.
2. All charges are payable within two (2) weeks of event. Payment must be made by cash, cashier's check or money order payable to Santa Cruz Valley Union High School. **Personal checks will not be accepted.**

The attached regulations for the use of Facilities must be read and signed.

Signature of authorized borrower: \_\_\_\_\_

Approved by District Administrator: \_\_\_\_\_

Employee Assigned to work: \_\_\_\_\_

\*\*AZ Risk Retention "Rider" Insurance Amount \$ \_\_\_\_\_

\*\*\$1,000,000. Minimum Liability and Property Damage Insurance is required. Insurance is available through the Arizona School Risk Retention Trust if user does not have other insurance.

This person or his /her designee will be the only person with whom Santa Cruz Valley Union High School will confer, except in case of an emergency.

Telephone: \_\_\_\_\_  
Home    Cell    Work

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Office use Only  
User Class \_\_\_\_\_  
Rental Fees \$ \_\_\_\_\_  
Personnel wages \$ \_\_\_\_\_

Equipment \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total Fees \$ \_\_\_\_\_

AGREEMENT: Approved \_\_\_\_\_ Denied \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_

Read and Sign Use Regulations

## Facilities Use Regulations

Organizations must provide adequate security for event and notify the approving official of security provisions at least twenty-four (24) hours prior to use.

No Person shall be permitted to possess or consume alcoholic beverages, tobacco, or to illegally possess or consume a controlled substance, or to be under the influence of such beverages or substances while attending the above identified event(s).

The organization requesting the facility(ies) assumes full responsibility for the organization will pay the charges for the employee's time as established by the District.

The organization, by entering into an agreement for the use of the facilities, must provide the District with a certificate of liability insurance for an amount no less than one million dollars (\$1,000,000). This certificate of insurance is mandated by the State of Arizona, A.R.S. 15-1105(C). When in place, this certificate will indemnify the District against any loss from injuries to any person incidental to the use of the facilities and must be on file with the District before any use of facility is permitted.

These conditions are in addition to the Regulations for the Use of Facilities.

\_\_\_\_\_  
Representative/Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Representative Signature

\_\_\_\_\_  
Date