

Vernon Elementary School District #9

**COMMUNITY USE OF
SCHOOL FACILITIES**

REQUEST FOR USE OF SCHOOL FACILITIES

Date _____, 20__

To: Vernon Elementary School District #9

We, _____, request the use of a school
(Name of organization / group)

building facility at Vernon Elementary School for the purpose of presenting the following
program: _____

Specify location requested: _____

We request the above facility on the following date(s): (An attachment is acceptable.)

Day(s) of week	Month	Date(s)	Year	Hours
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If equipment, lighting, tables or chairs are required please specify and indicate any special
arrangements needed on the form provided.

There D (will) D (will not) be an admission charge. The admission will be \$ _____ for adults and
\$ _____ for children. The proceeds will be used for: _____

The rental fee will include custodial or school personnel services, utility costs, and equipment
usage fee, if applicable. NOTE: Food service charges and technicians are paid separately. Two
(2) people the District may contact, if necessary, are:

Name: _____	Address: _____
Phone: (work) _____	(home) _____

Name: _____	Address: _____
Phone: (work) _____	(home) _____

***We agree to become familiar with and abide by the printed rules and regulations of the
District concerning the public use of school facilities and conduct on school grounds.***

This request shall be submitted at least two (2) weeks prior to the requested date(s).

RENTAL IS PAYABLE IN ADVANCE TO: **VERNON ELEMENTARY SCHOOL**

Please remit to the District Office.

Signature of organization representative

Date

Note: All requests for use of property and/or equipment must be initiated with the District
Administrator for final approval/disapproval. In order to avoid conflict in use, please submit all
requests *at least fourteen (14) days* prior to date of requested usage.

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Checklist of Needs (part of application)

- ☐ Custodial services needed.
- ☐ Cook needed.
- ☐ Special Equipment needed:
- ☐ Audiovisual equipment.
- ☐ Public address system.
- ☐ Scoreboard controls.
- ☐ Kitchen equipment.
- ☐ Special school personnel.
- ☐ Keys for access to:
- ☐ Custodial Services:
- ☐ Open building
- ☐ Close building
- ☐ Extra time needed for extra clean up
- ☐ Estimated number of hours

Total Hours _____

***** **FOR DISTRICT USE ONLY** *****

LEASE AGREEMENT (where applicable) It is understood that all rates quoted, as well as other conditions stipulated are a part of this agreement and that proof of liability insurance is required.

Base Charge of facility to be used..... \$ _____
Additional Charges..... \$ _____
TOTAL..... \$ _____

Classification of user (circle one) I
II III

Your application for school building usage has been:

_____ Approved

_____ Denied or altered for the following reason(s)

Business Administrator

District Administrator

Date _____

Lessee Acknowledgement

Signature _____

Date _____

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COMMUNITY USE OF SCHOOL FACILITIES

SCHOOL FACILITIES USER FEES

Class I *Fees* No charge for District Mission related use.

School-sponsored activities	Teacher Organizations
School Clubs	PTSO/Organizations
Boy Scouts	Girl Scouts
Booster Clubs	Arizona Youth Soccer Organizations
Little League Program	

Class II *Fees* See Below

Community College	Civic Organizations
Community Concerts	Educational Organizations
Churches	Government Organizations
Recitals	Service Organizations
Cultural Organizations	Extended Day Resource Programs

Class III *Fees* See Below

Commercial or profit-making organizations

Facility	Class II	Class III
Classroom-Standard	\$ 5.00 Per Hour	\$10.00 Per Hour
Classroom-Specialized	\$ 10.00 Per Hour	\$20.00 Per Hour
Gymnasium/Serving area	\$15.00 Per Hour	\$30.00 Per Hour
Athletic Field	\$ 10.00 Per Hour	\$20.00 Per Hour

All usage will be billed for custodial services, as needed. If custodial service is required, it will be charged at a rate of twenty dollars (\$20) per hour, per custodian. Regular meetings of Little League, Scouts, or similar nonsectarian youth organizations may be held in school facilities without charge. It is required that supervision be provided by the user. Any repairs necessitated by the use of facilities will be arranged by the school. All costs will be billed to the applicant. Proof of nonprofit organizations status (5013C) may be required from any group who claims Class II status under the terms of this contract.

Goods and Services Contributed

A person, group or organization may contribute goods or render services as full or partial payment of the user fee. The value of the goods will be determined by the District based upon established market price, trade in value, posted prices or where these methods prove impractical, appraisal or barter may be employed so long as the procedure is advantageous to the District. The value of services rendered shall be based upon the hourly wages of a beginning employee of this or another Arizona School District performing similar functions as determined by the District. Should disagreement between the contributor and the District occur as to the value of the goods or services offered, the District reserves the right to refuse to accept the offer.

COMMUNITY USE OF SCHOOL FACILITIES

FILING PROCEDURES FOR USE OF EQUIPMENT/FACILITIES

A request is made at the campus on which the facility is located or the equipment is stored at least two (2) weeks before the requested use.

The District Administrator shall review the request form, checking to be sure the applicant has filled in all of the necessary information and has signed the form. The District Administrator shall note approval or non-approval.

If given approval, costs, evidence of insurance and other requirements are to be indicated and the requests returned as indicated below.

- The District Administrator is responsible for notifying the applicant of the approval. Conditions (if any) imposed or denial of approval and reasons.
- If Costs are involved the District Administrator asks the applicant to sign below the area specifying the fees and conditions.

Payment of projected fees is to be received in advance. All liability insurance is to be secured by the applicant, with evidence being sent to the district office one (1) week before the date of use. Failure to secure acceptable liability insurance will cancel the use agreement. Any costs overruns for services or equipment will be billed to the lessee.

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**COMMUNITY USE OF
SCHOOL 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 preparation, must be conducted in such a manner that students 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 unless prior approval for other arrangements has been granted.

The applicant is help responsible for the preservation of order. All children attending or participating 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.

- **Unless waived by the District when use is in conjunction with a District activity, groups must provide the District with documentary evidence of liability insurance of at least one million dollars (\$1,000,000). 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.

- **The availability of cafeteria kitchens and other special subject or usage areas may be restricted to specific times or activities. Special fees may be charged for the use of those facilities.**

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- 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 a cancellation has occurred.
- The issuance of keys to facilities is to be discouraged. However, if no alternative is suitable, it shall be the principal's responsibility to issue and retrieve facility keys according to the District Key-control procedures.
- 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 applicant to make appropriate members familiar with the use of fire and other safety devices and procedures.
- Confirm knowledge of and commitment to comply with the requirements and restrictions for use of facilities for athletic activities as set out in Board Policy JJIB.
- Comply with all applicable requirements of The Arizona Medical Marijuana Act.
- 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.

**COMMUNITY USE OF
SCHOOL FACILITIES**

The District Administrator may deny a request to provide space for use as a polling place if within two (2) weeks after a request has been made the District Administrator provides a written statement indicating a reason why the election cannot be held in the school that includes any of the following:

- Space is not available at the school.
- The safety or welfare of the students would be jeopardized.