

**Forward**

District owned facilities are available for public use pursuant to A.R.S.15-1105 et seq. The Governing Board has adopted the spirit and intent of this public law in making the facilities of the District available to the public. In doing so, however, the District cannot subject itself nor its' residents to liability not otherwise assumed in the normal course of operations. Therefore, as a user of District facilities, you must read and sign the Facility Use Agreement and provide the required evidence of insurance coverage. All fees, if any, must be paid in advance of use unless prior agreement with the District is reached.

*The user agrees to occupy only facilities that are contracted for in this agreement. Any use other than that stipulated on the **Request for Use of School Facilities** contract must be cleared with the District rental office prior to use. The renter understands that only the facilities named are to be used and that facilities will only be available on times noted in the **Request for Use of School Facilities** contract unless written permission is granted by the District. This includes any set-up time, practice time, set preparation time, or any other time whatsoever. Renter agrees to inform any and all persons involved with use of facilities of the terms and conditions of the contract. Additional fees will be charged for all use of facilities during times not noted on the contract. Parking lots are included in the agreement only for use as parking areas. No other use is approved without written permission of the District. Any activity outside of the facility requires prior written approval as well. (Please refer to paragraph twelve [12] of the Facility User Agreement.)*

District personnel assigned under this agreement shall not be asked to do tasks outside of custodial and supervisory tasks normal to the operation of said facility. All set up and take down are the sole responsibility of the renter. No District equipment or property shall be used without prior approval of the rental office. This includes audio/visual equipment, copy machines, or any other type of equipment. Approved use of such equipment will be subject to an extra charge.

Particular attention to advance scheduling and insurance requirements should be noted. (Please refer to paragraph four [4] of the Facility User Agreement.) Facilities may be unavailable during certain times depending on the availability of custodians/supervisors.

By your signature below, renter agrees to all conditions indicated above and in all other parts of this contract. Your signature also indicated that you have read the agreement and understand its provisions.

\_\_\_\_\_  
Renter's signature

\_\_\_\_\_  
Witness

**COMMUNITY USE OF  
SCHOOL FACILITIES**

REQUEST FOR USE OF SCHOOL FACILITIES

Location				Facility Requested		
Event				Sponsoring Organization		
Authorized Representative				Event Date		Event Time
Address	City	State	Zip	Telephone		Fax
Insurance Carrier				Admission Charged		Estimated Receipts

**Classification**

Location	Facility	Time In	Time Out	Rate	Charge

Total Facility Charge: \_\_\_\_\_

Requested Furniture and Equipment: *No* electronic equipment is available. This includes items such as sound systems, projectors, projection screens, overhead projectors, and *any* equipment that is kept in other buildings. This is only a sample of what will not be available. Any desired equipment or furniture must be listed on this sheet. *No Exceptions.*

Description	Quantity	Rate	Charge

Total Equipment Charge: \_\_\_\_\_

**Required Personnel**

<b>Job Title or Person</b>	<b>Hours</b>	<b>Rate</b>	<b>Charge</b>

Total Personnel Charge: \_\_\_\_\_

\_\_\_\_\_  
Scheduled By:

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

Total Charge: \_\_\_\_\_

Deposit: \_\_\_\_\_