

**Vail School District – Facility Usage**  
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## COMMUNITY USE OF SCHOOL FACILITIES

It shall be the policy of the Board to grant use of school facilities to public agencies and to responsible and properly organized community groups for the purpose of education, elections, and civic welfare. **Such use shall not interfere with any school activity.**

Except for activities that result in personal or corporate gain, the authorized representatives of the Board may approve the use of school facilities by nonschool organizations. Charges shall be made according to the schedule of fees developed by the Facility Usage Coordinator and approved by the Board. Proof of liability insurance shall be required for use of lease of school property pursuant to A.R.S. 15-1105(C). **The Superintendent shall establish such rules and regulations as are needed to implement this policy as well as to assure the preservation of District property.**

Denial for use of facilities may be made for the following reasons:

- Space is not available at the school.
- A disruption of the normal school activities would occur.
- The safety or the welfare of the students would be jeopardized.

### **Definitions**

***Agreement***, as used herein, means the written contract for school facilities as issued to the applicant by the facility usage coordinator.

***District***, as used herein, includes the District and its agents and/or employees.

***Licensee***, as used herein, means any person, firm, association, organization, partnership, company, or corporation that applies for and is granted a contract to use the facilities of the District.

***Facility Usage Coordinator***, as used herein, means the community education coordinator, principal or designee.

***Property***, facility and premises are used herein synonymously.

## **Authority**

The facility usage coordinator of the District is hereby authorized to enter into agreements with groups, individuals, etc., for the use of school facilities that in the facility usage coordinator's opinion are in the best interest of the District and are in agreement with District policy and procedure.

An application for use of school facilities should be initiated a least one (1) week prior to the date(s) requested. Before the facility usage coordinator will give approval, an application must show:

- Specific date(s) requested (yearly contracts will end in June).
- Rooms and equipment requested.
- The purpose for which the facilities will be used.

## **Insurance**

Coincidentally with the approval for use and execution of the agreement, the licensee shall procure and maintain in full force during licensee's occupancy a policy of public liability and property damage insurance from a reliable insurance company authorized to transact business in the state of Arizona.

In addition to the licensee, the District shall be named additional insured in the policy, which shall include a minimum of one million dollars (\$1,000,000.00) combined single-Limit bodily injury and property damage liability.

Responsibility for obtaining such insurance coverage rests solely with the licensee and will be shown on the agreement.

## **Rules For Use Of Facilities**

- A completed contract must be filled out and returned by the licensee.
- All activities must be under competent adult supervision supplied by the licensee.
- No food or drink will be allowed in classrooms, libraries or the gymnasiums.
- Any fees incurred are due no later than 30 days after the date of the facility usage.
- Any facility user with an account that is delinquent 90 or more days may be denied use of the facilities.

- The licensee shall pay for any damages caused to the school property or equipment.
- Cancellations must be reported to the facility usage coordinator 24 hours prior to the scheduled event. If a cancellation is not reported within this time frame fees may be applied.

The facility usage coordinator has the right to impose rules, regulations, policies or procedures and to set special rate and use arrangements that supplement this policy, regulation, and exhibits that may be necessary for the best interest of the district.

## **Use of Athletic Fields**

Contracts may be issued for the following types of activities which serve the children and/or families in the Vail School District: Tucson Youth Football, Soccer leagues, Little League, Bobby Sox, parks and recreation department programs, and activities of other organizations judged by the facility usage coordinator to fit this class.

## **Parking**

Parking is allowed in designated parking areas only. **Parking in fire and bus lanes is prohibited at all times regardless of whether school is in session or not.**

## **Use of Kitchen Facilities**

Separate arrangements must be made directly with Sodexho Food Services at least two weeks prior to the activity date for the serving of food and/or the use of kitchen facilities. Any cost for the food service help will be billed separately by Sodexho. To contact Sodexho, call 520-879-2035.

## **Fees**

### ***Categories:***

- *Category I* is for non-profit organizations whose activities are related to the educational mission of the District, e.g., school associated groups, school-age children's activities or neighborhood associations not sponsored by a private or government organization. (Examples include groups such as Scouts, PTA, 4-H.)
- *Category II* is for non-profit type civic organizations and for political subdivisions. (Examples include homeowners associations, churches, units of federal, state, and local government or local citizens' groups for the purpose of conducting community business within the District.) Category II is also for profit-making adventures whose primary activity, as determined by the superintendent, is to increase student academic achievement.

- *Category III* is for commercial or profit-making ventures. (Any commercial organization or group using the facility in an attempt to realize a profit.)
- *Category IV* is for organizations or individuals that do not come under Category I, II, or III and therefore require a determination by the facility usage coordinator.

**Acceptable forms of payment:** Cash, check, money order or cashiers check.  
There will be a \$25.00 fee for returned checks.

***Facility schedule:***

Facilities will be closed and not available for use on the following holidays:

Independence Day	July 4 <sup>th</sup>
All Staff Meeting	Last Monday in July
Labor Day	First Monday in September
Veterans Day	November 11 <sup>th</sup>
Thanksgiving Break	Varies
Christmas Eve	December 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>
New Year's Eve	December 31 <sup>st</sup>
New Year's Day	January 1 <sup>st</sup>
Martin Luther King Jr. Day	Third Monday in January
Rodeo Day	Varies
Memorial Day	Last Monday in May

All school facilities will be unavailable the week before the new school year begins (including Saturday and Sunday). The Governing Board for the new school year approves calendars each spring.

**Fees for Use of Athletic Fields (Excludes High School Stadium and Competition softball and baseball fields)**

*Category I:* \$ 10.00/hr. field usage and \$15.00/hr. for lights. Custodial and/or maintenance fees are additional.

*Category II:* \$ 10.00/hr. field usage and \$15.00/hr. for lights. Custodial and/or maintenance fees are additional.

*Category III:* \$50.00/hr. field usage and \$15.00/hr. for lights Custodial and/or maintenance fees are additional

A 2-hour block of field spaces is available for \$18 per 2-hour block.

Field with lights: Charges will begin as follows; 5pm January, February, November, and December  
6pm March, April, September, and

October  
7pm May and August  
8pm June and July

All field and field lighting charges are due in advance on the 1<sup>st</sup> day of each month

**High School Stadium:**

\$125.00 per use for youth & non-youth groups  
\$350.00 per use for profits groups  
\$ 45.00/ 3 hours of lights and \$15.00 per hour after that.

No custodial and/or maintenance fees will be charged if the athletic fields are left in good condition, and if custodians are not needed to unlock gates or bathrooms.

**Competition Fields:**

\$50.00 per hour field usage and \$15.00/hr for lights

**Facility/Energy Fees:**

Room fees and energy fees will be figured to the nearest half-hour. Monday thru Friday, Weekends, and all school breaks.

Fees are listed on the following page for the areas available for rental. Please call for fees if you have other rental request.

## Application For Use of School Facilities

School or facility requested: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Room(s) requested: \_\_\_\_\_

Please reserve: \_\_\_\_\_ for the period \_\_\_\_\_ until \_\_\_\_\_  
(Day/s of the week) (Starting date) (Ending date)

Hours: From \_\_\_\_\_ A.M./P.M. To \_\_\_\_\_ A.M./P.M. (Times need to include set-up)

Exceptions to above (please be specific): \_\_\_\_\_

Name of organization: \_\_\_\_\_ Profit \_\_\_ Nonprofit

Nature of activity/meeting: \_\_\_\_\_

Estimated number of people involved: \_\_\_\_\_

Special Equipment or needs: \_\_\_\_\_

Person responsible: \_\_\_\_\_

Telephone: (w) \_\_\_\_\_ (h) \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip \_\_\_\_\_

Second contact person: \_\_\_\_\_

Telephone: (w) \_\_\_\_\_ (h) \_\_\_\_\_

Will admission be charged? \_\_\_\_\_ Charge per person: \_\_\_\_\_

**Any group requesting set-ups, clean up or the opening of buildings during non-school hours will be charged custodial fees rounded to the nearest half-hour. Additional fees may be applied for set-ups requiring extensive labor.**

**Please attach a copy of your certificate of insurance with this contract and remit to: Vail School District –Facility Rentals PO Box 800 Vail, AZ 85641. Requests without such proof cannot be approved. The school district carries no liability insurance protecting organizations engaged in nonschool activities. Your request will be reviewed, and you will be notified as to the status of your application. Any fees owed are due in advance, but no more than 30 days after the use of facilities. Checks should be made out to the Vail School District. This use permit will be cancelled if payments are not current.**

**Agreement:** If the application is approved, the user must enter into an agreement with the District. Said agreement sets forth the terms and conditions of use and is binding upon the parties.

Signature: Authorized Representative of User \_\_\_\_\_ Date \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Certificate of Insurance: \_\_\_\_\_ Billed: \_\_\_\_\_ Paid: \_\_\_\_\_  
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