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 at 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.

Cancelations must be reported to the facility usage coordinator 24 hours prior to the scheduled event. If a cancelation 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 endeavors 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 cashier’s 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:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independence Day</td>
<td>July 4&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>All Staff Meeting</td>
<td>Last Monday in July</td>
</tr>
<tr>
<td>Labor Day</td>
<td>First Monday in September</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>November 11&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>Varies</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>December 24&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>New Year’s Eve</td>
<td>December 31&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>January 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day</td>
<td>Third Monday in January</td>
</tr>
<tr>
<td>Rodeo Day</td>
<td>Varies</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
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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 1st 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:  ________
Revised 04/07