

SCHEDULE OF RENTAL FEES

Classification and Organization of Groups:

Wickenburg Unified School District Organizations

- Out of season WUSD athletic/performing arts activities (does not include fundraising events, camps, or tournaments) which are organized and supervised by a head coach or band/choir director will not be charged for use of facilities provided a fee is not charged for the activity.
 - If a fee is charged for any WUSD athletic/performing arts activity, Class 1 rates will apply.

Class 1

- Non-profit activities that exist to support the growth and development of Wickenburg Unified School District students. Examples: PTA, YMCA, Pop Warner, Town programs (unless covered by IGA), Scouts, youth programs, or service organizations for students.

Class 2

- Adult and community programs provided by towns and non-profits
- Institutes of higher learning.

Class 3

- Church services and their related activities
- Home Owner Associations and related activities (unless reciprocal agreement exists)
- Civic activities, including non-profits, scheduled for purpose of fund-raising, camps, or tournaments.

Class 4

- Commercial, profit making organizations

* *Rates are subject to change per Governing Board at any time.*

** *WUSD may sponsor events to benefit district operations at no charge.*

*** *WUSD may negotiate separate agreements for groups which require use of a facility for more than 8 Hours.*

HIGH SCHOOL FACILITIES

Miscellaneous Expenses	Class 1	Class 2	Class 3	Class 4
Insurance Requirements	\$1,000,000	\$1,000,000	\$1,000,000	\$2,000,000
Custodial Requirements	User is required to clean and restore area to its pre-use condition	User is required to clean and restore area to its pre-use condition	User is required to clean and restore area to its pre-use condition	User is required to clean and restore area to its pre-use condition
Deposit/Security	Not needed	Not needed	Applicable 1/2 day rate amount- Due when facility application approved	Applicable 1/2 day rate amount- Due when facility application approved
Facility Fees:				
<i>Hours over 4 but less than 8 will be charged at the ½ day rate + the extra hourly amount</i>	Hourly rates are listed. (Reduced rates for half day (4 hrs.) and full day(8 hrs.) use.	Hourly rates are listed. (Reduced rates for half day (4 hrs.) and full day(8 hrs.) use.	Hourly rates are listed. (Reduced rates for half day (4 hrs.) and full day(8 hrs.) use.	Hourly rates are listed. (Reduced rates for half day (4 hrs.) and full day(8 hrs.) use.
Cafeteria	\$15/hr. (\$30 ½ day \$60 full day)	\$35/hr. (\$70 ½ day \$140 full day)	\$50/hr. (\$100 ½ day \$200 full day)	\$70/hr. (\$140 ½ day \$280 full day)
Cafeteria and Kitchen	\$20/hr. (\$40 ½ day \$80 full day)	\$40/hr. (\$80 ½ day \$160 full day)	\$60/hr. (\$120 ½ day \$240 full day)	\$85/hr. (\$170 ½ day \$340 full day)
Media Center	\$15/hr. (\$30 ½ day \$60 full day)	\$30/hr. (\$60 ½ day \$120 full day)	\$45/hr. (\$90 ½ day \$180 full day)	\$50/hr. (\$100 ½ day \$200 full day)
Gym	\$15/hr. (No ½ day/full day rates due to cost of facility operation)	\$25/hr. (No ½ day/full day rates due to cost of facility operation)	\$70/hr. (\$140 ½ day \$280 full day)	\$80/hr. (\$160 ½ day \$320 full day)
Conference Room	\$15/hr. (\$30 ½ day \$60 full day)	\$15/hr. (\$30 ½ day \$60 full day)	\$35/hr. (\$70 ½ day \$140 full day)	\$50/hr. (\$100 ½ day \$200 full day)
Regular Classroom (Weight Room - Reserved for sport participants and staff only - no charge with approved facility agreement)	\$15/hr. (\$30 ½ day \$60 full day)	\$15/hr. (\$30 ½ day \$60 full day)	\$35/hr. (\$70 ½ day \$140 full day)	\$50/hr. (\$100 ½ day \$200 full day)
Computer Lab (\$25,000 Separate damage insurance coverage required)	\$15/hr. (\$30 ½ day \$60 full day)	\$30/hr. (\$60 ½ day \$120 full day)	\$50/hr. (\$100 ½ day \$200 full day)	\$50/hr. (\$100 ½ day \$200 full day)
Commons Area outside	No Charge	\$10/hr.	\$20/hr.	\$35/hr.
Football Stadium	No Charge	\$30/hr.	\$45/hr.	\$65/hr.
Football Stadium w/ Lights	Outside Groups \$60/night	\$85/hr.	\$150/hr.	Not Available
Baseball/ Softball Fields	No Charge	\$25/hr.	\$40/hr.	\$60/hr.
Parking Lots	No Charge	\$10/hr.	\$20/hr.	\$35/hr.

- WUSD may negotiate separate agreements for groups which require use of a facility for more than 8 Hours.
- Use of Kitchen requires food service personnel and approval of Food Service Director or Business Mgr.
- Staff time will be charged at \$35.00 per hour if facility is not restored to pre-use condition by renter.
- Deposit is forfeited if cancellation is less than 14 calendar days before event date.

K-8 FACILITIES

Miscellaneous Expenses	Class 1	Class 2	Class 3	Class 4
Insurance Requirements	\$1,000,000	\$1,000,000	\$1,000,000	\$2,000,000
Custodial Requirements	User is required to clean and restore area to its pre-use condition	User is required to clean and restore area to its pre-use condition	User is required to clean and restore area to its pre-use condition	User is required to clean and restore area to its pre-use condition
Deposit/Security	Not needed	Not needed	Applicable 1/2 day rate amount- Due when facility application approved	Applicable 1/2 day rate amount- Due when facility application approved
Facility Fees:				
<i>Hours over 4 but less than 8 will be charged at the ½ day rate + the extra hourly amount</i>	Hourly rates are listed. (Reduced rates for half day (4 hrs.) and full day(8 hrs.) use.	Hourly rates are listed. (Reduced rates for half day (4 hrs.) and full day(8 hrs.) use.	Hourly rates are listed. (Reduced rates for half day (4 hrs.) and full day(8 hrs.) use.	Hourly rates are listed. (Reduced rates for half day (4 hrs.) and full day(8 hrs.) use.
Cafeteria	\$15/hr. (\$30 ½ day \$60 full day)	\$35/hr. (\$70 ½ day \$140 full day)	\$50/hr. (\$100 ½ day \$200 full day)	\$70/hr. (140 ½ day \$280 full day)
Cafeteria and Kitchen	\$20/hr. (\$40 ½ day \$80 full day)	\$40/hr. (\$80 ½ day \$160 full day)	\$60/hr. (\$120 ½ day \$240 full day)	\$85/hr. (\$170 ½ day \$340 full day)
Media Center	\$15/hr. (\$30 ½ day \$60 full day)	\$30/hr. (\$60 ½ day \$120 full day)	\$45/hr. (\$90 ½ day \$180 full day)	\$50/hr. (\$100 ½ day \$200 full day)
Gym	\$15/hr. (No ½ day/full day rates due to cost of facility operation)	\$25/hr. (No ½ day/full day rates due to cost of facility operation)	\$70/hr. (\$140 ½ day \$280 full day)	\$80/hr. (\$160 ½ day \$320 full day)
Conference Room	\$15/hr. (\$30 ½ day \$60 full day)	\$15/hr. (\$30 ½ day \$60 full day)	\$35/hr. (\$70 ½ day \$140 full day)	\$50/hr. (\$100 ½ day \$200 full day)
Regular Classroom	\$15/hr. (\$30 ½ day \$60 full day)	\$15/hr. (\$30 ½ day \$60 full day)	\$35/hr. (\$70 ½ day \$140 full day)	\$50/hr. (\$100 ½ day \$200 full day)
Computer Lab (\$25,000 Separate damage insurance coverage required)	\$15/hr. (\$30 ½ day \$60 full day)	\$30/hr. (\$60 ½ day \$120 full day)	\$50/hr. (\$100 ½ day \$200 full day)	\$50/hr. (\$100 ½ day \$200 full day)
Amphitheater w/ Stage	No charge	\$35/hr. (\$70 ½ day \$140 full day)	\$50/hr. (\$100 ½ day \$200 full day)	\$70/hr. (\$140 ½ day \$280 full day)
Play Fields	No charge	\$20/hr. (\$40 ½ day \$80 full day)	\$30/hr. (\$60 ½ day \$120 full day)	\$50/hr. (\$100 ½ day \$200 full day)
Play Fields w/ Lights	\$25/hr.	\$25/hr.	\$150/hr.	Not Available
Parking Lots	No Charge	\$10/hr.	\$20/hr.	\$35/hr.
POP WARNER LIGHTS During Town overseeding	\$25/night			

- WUSD may negotiate separate agreements for groups which require use of a facility for more than 8 Hours.
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- Staff time will be charged at \$35.00 per hour if facility is not restored to pre-used condition by renter.
- Deposit is forfeited if cancellation is less than 14 calendar days before event date.

WRANGLER EVENT CENTER

Miscellaneous Expenses	Class 1	Class 2	Class 3	Class 4
Insurance Requirements	\$1,000,000	\$1,000,000	\$1,000,000	\$2,000,000
Custodial Requirements	User is required to clean and restore area to its pre-use condition	User is required to clean and restore area to its pre-use condition	User is required to clean and restore area to its pre-use condition	User is required to clean and restore area to its pre-use condition
Deposit/Security	Not needed	Not needed	Applicable 1/2 day rate amount- due when facility application approved	Applicable 1/2 day rate amount- due when facility application approved
Facility Fees:				
<i>Hours over 4 but less than 8 will be charged at the ½ day rate + the extra hourly amount</i>			Hourly rates are listed. (Reduced rates for half day (4 hrs.) and full day (8 hrs.) use.	Hourly rates are listed. (Reduced rates for half day (4 hrs.) and full day (8 hrs.) use.
Gym	Utility Fee Req. (\$30/day)	Utility Fee Req. (\$30/day)	\$75/hr. (\$150 ½ day \$300 full day)	\$100/hr. (\$200 ½ day \$400 full day)
Boardroom (\$25,000 Separate damage insurance coverage required)	\$15/hr.	\$15/hr.	\$35/hr.	\$50/hr.

- WUSD may negotiate separate agreements for groups which require use of a facility for more than 8 Hours.
- Staff time will be charged at \$35.00 per hour if facility is not restored to pre-used condition by renter.
- Deposit is forfeited if cancellation is less than 14 calendar days before event date.

**WUSD/Wellik Community Learning Center
Vulture Peak Campus**

Facility Use Requirements

Requirements	Descriptions
Completion of Facility-Use Packet	Required by occupants of any WUSD facility
Insurance	\$1,000,000 Liability Insurance showing WUSD as loss payee \$25,000 Separate damage insurance coverage required
On-site Computer/System Technician	Outside groups pay \$20.00 per hour – payable to the qualified individual (obtained from the WUSD list) prior to occupancy
Security Fee	Not required
Deposit	Not required

Rooms	Fees	Room Capacity	Equipment Available
Video Conference Center	<u>\$50/hr.</u> Payable to WUSD at time of or prior to date of rental. Please contact Denise Bergman @ 928-684-6702 during business hours.	24 People – Table Seating 50 People – Classroom Style Seating <u>Availability:</u> During and after school hours, evenings, & weekends	12 Tables 50 Chairs 1 Projector 1 Smart Board 1 Portable Whiteboard (24” x 48”) 2 Counters (18” x 48”) 1 WiFi
27-Station Computer Lab	<u>\$50/hr.</u> Payable to WUSD at time of or prior to date of rental. Please contact Denise Bergman @ 928-684-6702 during business hours.	27 Computer Stations <u>Availability:</u> After school hours, evenings, & weekends	27 Desktop computers 4 Tables w/o computers 43 Chairs 1 Printer 1 Projector 1 Smart Board 1 WiFi

**Rates are subject to change per Governing Board at any time.

- Extended/ongoing rentals of facility will be negotiated separately.
- On-site System/Computer Technician required; fee only charged one time if renting both the Video Conference Center and the 27-Station Computer Lab during the same time period and by the same party.
- Facility Rules:
 1. Beverages: water, tea and coffee allowed.
 2. Dry snack foods and sandwiches allowed.
 3. No smoking allowed anywhere on campus.
 4. The fee schedule for the WUSD/Wellik Community Learning Center is exempt from the Classification and Organization of Groups as outlined in Board Policy KF-EC Community Use of School Facilities. Therefore, the identified fees apply to all groups using the facility.

CATERING AVAILABLE UPON REQUEST

Wickenburg Unified School District No. 9
Available Facilities for Rent

Festival Foothills Elementary School

26252 West Desert Vista Blvd.
Buckeye, AZ 85396
Phone: 928-501-6000 FAX: 928-501-6010

Media Center

Accommodates: 66 People
Dimensions: 4,151 Square Feet
High Speed Internet Available
Presentation Aides Available:
Projector
Computer LCD
Podium
Television/DVD Player

Multi-Purpose Room

Accommodates: 481 People
Dimensions: 7,166 Square Feet
High Speed Internet Available
Presentation Aides Available:
Projector
Computer LCD
Podium
Television/DVD Player

Hassayampa Elementary School

251 South Tegner Street
Wickenburg, AZ 85390
Phone: 928-684-6750 FAX: 928-684-6791

Square Gym

Accommodates: 200 People
Dimensions: Basketball Court Size

Vulture Peak Middle School

920 South Vulture Mine Road
Wickenburg, AZ 85390
Phone: 928-684-6700 FAX: 928-684-6746

Cafeteria

Accommodates: 240 People
Dimensions: 3,375 Square Feet
High Speed Internet Available
Presentation Aides Available:
Projector
Podium
Flip Chart/Dry Erase Board
Television/DVD Player

Computer Lab

Accommodates: 27 Stations
Dimensions: 900 Square Feet
High Speed Internet Available
Presentation Aides Available:
Projector
Computer LCD
Flip Chart/Dry Erase Board
Smart Board
Television/DVD Player

Wickenburg Unified School District No. 9
Available Facilities for Rent

Vulture Peak Middle School (cont.)

Gymnasium

Accommodates: 477 People
Dimensions: 9,477 Square Feet
High Speed Internet Available
Presentation Aides Available:
Projector
Computer LCD
Podium
Flip Chart/Dry Erase Board
Television/DVD Player

WUSD/Wellik Community Learning Center

Accommodates: 24 People – Table Seating
50 People – Classroom Seating
Dimensions: 900 Square Feet
High Speed Internet Available
Presentation Aides Available:
Projector
Computer LCD
Podium
Flip Chart/Dry Erase Board
Smart Board
Television/DVD Player

Library

Accommodates: 100 People
Dimensions: 1,930 Square Feet
High Speed Internet Available
Presentation Aides Available:
Projector
Podium
Television/DVD Player

Wickenburg High School

1090 South Vulture Mine Road
Wickenburg, AZ 85390
Phone: 928-684-6600 FAX: 928-684-6628

Café

Accommodates: 641 People
Dimensions: 89' x 44'
Outdoor Facilities Available
High Speed Internet Available
Presentation Aides Available:
Projector
Computer LCD
Podium
Smart Board
Television/DVD Player

Media Center

Accommodates: 160 People
Dimensions: 40' x 64' – Meeting Space
20' x 60' – Computer, Hall and Meeting
Space
High Speed Internet Available
Presentation Aides Available:
Projector
Computer LCD
Podium
Smart Board
Television/DVD Player

Wickenburg Unified School District No. 9
Available Facilities for Rent

Wickenburg High School (Cont.)

Building G Classrooms

Accommodates: 40 People
Dimensions: 36' x 30'
Outdoor Facilities Available
High Speed Internet Available
Presentation Aides Available:
 Projector
 Computer LCD
 Podium
 Smart Board
 Television/DVD Player

Building H Classrooms

Accommodates: 40 People
Dimensions: 28' x 40'
Outdoor Facilities Available
High Speed Internet Available
Presentation Aides Available:
 Projector
 Computer LCD
 Podium
 Smart Board
 Television/DVD Player

Gymnasium

Accommodates: 1,507 People
Dimensions: Main Gym Floor: 100' x 150'
 Lobby: 70' x 24'
 Hallway: 160' x 10'
High Speed Internet Available
Presentation Aides Available:
 Projector
 Computer LCD
 Podium
 Smart Board
 Television/DVD Player

Weight Room

Accommodates: 46 People
Dimensions: 37' x 60'
High Speed Internet Available
Presentation Aides Available:
 Projector
 Computer LCD
 Podium
 Smart Board
 Television/DVD Player

Wickenburg Event Center

255 South Tegner Street
Wickenburg, AZ 85390
Phone: 928-684-6174 FAX: 928-668-5305

Accommodates: 520 People
Dimensions: Basketball Court Size

All facility rentals are subject to the District's Fee Schedule.

A packet from Wickenburg Unified School District's Insurance Company (The Trust) plus the Wickenburg Unified School District In-District Facility Request Form must be filled out and proof of insurance provided prior to renting or using any facility in the District.

The packet is available at:
 WUSD Special Services
 255 South Tegner Street
 Wickenburg, AZ

Wickenburg Unified School District No. 9
Available Facilities for Rent

Phone: 928-684-6714

**WICKENBURG UNIFIED SCHOOL DISTRICT
IN-DISTRICT FACILITY REQUEST FORM
SUBMIT FORM TO PRINCIPAL'S OFFICE**

NOTE: ALL REQUESTS MUST BE SUBMITTED AT LEAST (5) DAYS PRIOR TO THE EVENT

I. CLUB/ORGANIZATION: _____ PROPOSED ACTIVITY: _____
 SPONSOR: _____ CONTACT #: _____
 EMAIL: _____
 DATE OF REHEARSAL/PRACTICE: _____ TIME: _____
 DATE OF PROPOSED ACTIVITY: _____ TIME: _____
 DATE OF PROPOSED ACTIVITY: _____ TIME: _____

II. FACILITY REQUESTED

- Wickenburg High School Vulture Peak Hassayampa
 Del Webb Center* Festival Foothills Wrangler Event Center**

* Use of Auditorium and systems requires signature(s) from Del Webb Center Personnel.

**Scheduled Games and contests will not be moved, practices and recreation may be moved when a paid event is requested.

III. AREA(S) REQUESTED

- | | | | |
|----------------------------------------------------|-----------------------------------------------|-----------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Auditorium* | <input type="checkbox"/> Library/Media Ctr. | <input type="checkbox"/> Weight Rm. | <input type="checkbox"/> Softball Field |
| <input type="checkbox"/> Community Learning Center | <input type="checkbox"/> Stage | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Baseball Field |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Front Field | <input type="checkbox"/> Wrestling Room |
| <input type="checkbox"/> Gym | <input type="checkbox"/> Dressing Rm./Showers | <input type="checkbox"/> Football Field | <input type="checkbox"/> Other: _____ |

IV. PLEASE CHECK REQUESTED EQUIPMENT AND PERSONNEL

- | | | | |
|-----------------------------|--------------------------------------------|----------------------------------------------------|--------------------------------------------|
| # _____ Choral Risers | <input type="checkbox"/> Podium(Tech) | <input type="checkbox"/> Spot Light(s)/Operator(s) | <input type="checkbox"/> Stage Hands |
| # _____ Chairs | <input type="checkbox"/> Mic. (Tech) | <input type="checkbox"/> Sound Sys. Operator(Tech) | <input type="checkbox"/> Basketball Courts |
| # _____ Tables (sm, md, lg) | <input type="checkbox"/> Screens(Tech) | <input type="checkbox"/> Mic. Stands(Tech) | <input type="checkbox"/> Volleyball Courts |
| # _____ Field Lights | <input type="checkbox"/> Projector(Tech) | <input type="checkbox"/> Smart Boards(Tech) | <input type="checkbox"/> Score Clock |
| # _____ Platform 4x8x1 | <input type="checkbox"/> PA System(Tech) | <input type="checkbox"/> Light Board Oper | <input type="checkbox"/> Score Clock Oper |
| # _____ Platform 4x8x2 | <input type="checkbox"/> Sound Syst.(Tech) | # of Light Boards _____ | <input type="checkbox"/> Concession Stand |
| | | | <input type="checkbox"/> Other: _____ |

AME

- *Cash Box *Must complete Auxiliary form to request cash box. (Ticket Price\$ _____) Police Supervision

V. SPECIAL INSTRUCTIONS: (Please include a diagram if necessary)

PLEASE NOTE: *THE SPONSOR IS RESPONSIBLE FOR ENSURING LOCK-UP OF THE FACILITIES AFTER THE ORGANIZATION'S EVENT.*

VI. ACKNOWLEDGEMENT OF RESPONSIBILITY: The sponsor acknowledges all responsibility for the use of the facility and equipment during the time requested. The sponsor agrees to read and abide by the facility guidelines established by the Wickenburg Unified School District #9. A copy is available from the Principal's Office.

/

Advisor/Sponsor **SIGNATURE** **PRINT NAME** Date

FOR OFFICE USE ONLY

- Approved and Placed on Calendar Not Approved Reason: _____
 Calendar Initial: _____

SIGNATURE

Select Administrator

PRINT NAME

Date

CC:

- Jackie Jacobson
- Gary Hodgkiss
- Casey Gipe
- Cathy Weiss
- SW Food Services

- Marcia Hespen
- Mike Riggan
- Jennifer Teshka
- Denise Bergman
- Bill Bircher

- Christina Strauss
- Marie Payne
- Charles Maloley
- Carissa Hershkowitz
- Yucari Espinoza

- Bill Moran
- Laura Emter
- Roy Fulks
- Phil Snyder
- Lynn Greene

- Other:
- Other::
-
-
-