

J.O. Combs Facility Rental FAQ

- 1. What do I need to do to use a school facility?** Any agency, group, or individual interested in using a school facility must submit: (1) Completed facility rental application at least 10 business days prior to event. (2) Provide a certificate of liability insurance.
- 2. Can I go directly to the school site to rent a room/field?** Applications are available online at www.jocombs.org. Choose "Rent our Facilities" on the home page. The completed application is submitted to the school site where the rental is requested.
- 3. Can I pass out flyers/advertisements at the school(s)?** No. Community and outside organizations may display/distribute their information in a kiosk located in the office of each school. Groups must apply for permission for flyer distribution by completing the form located on the facility rental webpage (see above).
- 4. We will clean up after ourselves. Why do we need to pay for a custodian/district personnel?** Per policy, a district employee must be present to open doors, turn on lights, clean areas used, and secure the facility after your departure.
- 5. Do I need insurance to use a facility?** Yes. All scheduled activities on Combs property must have liability insurance naming J.O. Combs Unified School District as additional insured.
- 6. Do I need to pay a fee when submitting a facility request?** No. Although we do not charge an application fee, the full rental amount is due prior to utilizing the facilities/fields.
- 7. How do I pay?** Checks or Money Orders are accepted and payable to J.O. Combs USD. Payments may be mailed or made in person at 301 E. Combs Road, San Tan Valley, AZ 85140.
- 8. What types of facilities are available for rent?** Facilities that are available for rent include multi-purpose rooms, gyms, fields, classrooms, and more.
- 9. How long does it take to arrange for a facility permit?** Arrangements may take anywhere from 3-10 working days. Please allow as much time as possible. Requests made less than 5 business days may be denied.
- 10. How are we notified if our organization has been approved to use the facility?** Once the school Principal has confirmed or denied an application, it is returned to the Community Education Department. The Community Education Department will then contact your organization with more information.
- 11. What kinds of rental fees will my organization need to pay when using the Combs facilities?** Rental fees are determined by your organization's classification. The fee schedule and classifications are listed on the Facility Rental webpage.
- 12. Is my organization required to pay fees before we use the facility?** Yes. All fees are due prior to your first scheduled date of usage.
- 13. Are there additional charges if we use the facility on the weekends or over school breaks?** Yes. Groups using facilities during hours outside the normal workday or during any school closure days will be charged a staff fee of \$25 per hour.

Please contact the Community Education department with any additional questions at 480-987-5310.