

RIVERSIDE ELEMENTARY SCHOOL DISTRICT No. 2 Maintenance and Transportation

Estimate of Charges \$

1414 S. 51 St. Avenue
Phoenix, AZ 85043
(602) 477-8900

APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES

1. Application must be submitted at least **14** days in advance of date(s) requested.
2. **All groups and organizations shall provide the District with evidence of insurance against claims arising out of the group's own negligence. Groups or Organizations shall also be required to include Riverside Elementary School District as an additional insured on their insurance policies for claims arising out of the negligence of the group.**
3. This office must be notified of CANCELLATION of this reservation at least **24** hours in advance of the scheduled event or you will be charged facility rental and custodial fees. Requests for MODIFICATION of this application must be received at least 72 hours in advance to allow staff time to accommodate your requested change.
4. **Facility will be furnished "as is." Only tables and chairs which are normally in the facility will be furnished with approval of the principal.**
5. Arrangements for the use of kitchen facilities must be made with the Director of Child Nutrition Services at (480) 286-8345. **Use of the kitchen facilities require staff provided by Nutrition Services. Any charges for labor supplied by the Child Nutrition Services will be estimated and billed separately by that department. [For R2- sponsored events, use account # _____]**
6. The undersigned hereby requests permission to use the following school premises on dates and times indicated below:

School Name (Check One): Kings Ridge Preparatory Academy Riverside Traditional School District Office

Multipurpose Room Library Classroom No. _____ Kitchen Field House/ GYM Sports Fields Conference Room Board Room

(Check All That Apply) Proxima Projector/LCD Lap Top Interactive White Board Table Podium Sound System - Other Equipment Needed - _____

MONTH	SPECIFIC DATE(S)	FROM	TO	EXPECTED ATTENDANCE	MONTH	SPECIFIC DATE(S)	FROM	TO	EXPECTED ATTENDANCE
JULY		Start Time	End Time		JANUARY		Start Time	End Time	
AUGUST		Start Time	End Time		FEBRUARY		Start Time	End Time	
SEPTEMBER		Start Time	End Time		MARCH		Start Time	End Time	
OCTOBER		Start Time	End Time		APRIL		Start Time	End Time	
NOVEMBER		Start Time	End Time		MAY		Start Time	End Time	
DECEMBER		Start Time	End Time		JUNE		Start Time	End Time	

ALL OF THE FOLLOWING QUESTIONS MUST BE ANSWERED

1. For what purpose will the facility be used? Fundraiser Other - Please explain: _____
- 2a. R2 Student Group R2 Adult Group Other - If R2 group, explain affiliation _____
3. Will admission, fees or donations be collected? Yes No If yes, for what will the proceeds be used? _____

We hereby certify that we shall be personally responsible, on behalf of our organization, for any damage sustained by the school premises, furniture, or equipment, because of the occupancy of said premises by our organization. We agree to defend, indemnify and hold harmless the District, its officers, employees and agents from any and all injuries, losses or damage, including damage to District property, regardless of cause, which may result from or arise in any way out of our use of the facilities.

Name of Organization _____ Name of Representative or Agent _____

Mailing Address _____ City _____ State _____ Zip _____ Phone _____

The undersigned and/or sponsor agrees to abide by the rules and policies of the Riverside Elementary School District No. 2 and will be responsible for all damages to property, not including ordinary wear and tear. A user has read and understands all of the rules associated with the school facilities. The following person is the official representative of the organization using the facilities. The guidelines established for the "Community Use of School Facilities" and Board Rules and Regulations outlined in Board Policy KGB - "Public Conduct on School Property" shall be followed during the above activity. Payment, if applicable, is due before event. Please pick-up keys at the District/School Main Office you are reserving. You are responsible for clean-up.

Date of Application: 8/24/2009 Signature _____ Print Name: _____

Last First

DO NOT WRITE BELOW THIS LINE

Approval of the School Principal _____ Date _____

Approval of the Director of Maintenance and Transportation _____ Date _____

Approval of the Associate Superintendent _____ Date _____

Date Received by District Office _____ Date Mailed to Applicant _____ By _____

Fee Determination: Class I - Exempt - No Charge Class II - Community Expense Fee Class III - Commercial Fee

COMMUNITY USE OF SCHOOL FACILITIES

SCHOOL FACILITIES USER FEES

Class I Fees - No rental charge for District Mission related use (incidental costs only)

- School-sponsored activities
- School Clubs
- Boy Scouts
- Girl Scouts
- Little League Program
- School-sponsored Day Care
- Teacher Organizations
- P.T.O. Organizations
- Booster Clubs
- Arizona Youth Soccer Organization
- Community Colleges and
- Universities (at the request of or in partnership with the District)
- Government Organizations

Class II Fees - (See Chart Below)

- Community Colleges or Universities (NOT at the request of or in partnership with the District)
- Churches Recitals Cultural Organizations
- Civic Organizations Educational Organizations Service Organizations Extended Day
- Resource Programs Other Arizona Public School Districts

Class III Fees - (See Chart Below)

Commercial or Profit-Making Organizations			
Facility	Class II	Class III	Minimum
Classroom-Standard	\$ 25 per hour	\$ 30 per hour	3 hours
Library (excluding books) <i>requires District personnel</i>	\$ 50 per hour	\$100 per hour	3 hours
Specialized (computer lab) <i>requires District personnel</i>	\$ 35 per hour	\$ 50 per hour	3 hours
Cafeteria Kitchen <i>requires District personnel</i>	\$ 90 per hour	\$150 per hour	3 hours
Multipurpose Room w/o Stage	\$ 50 per hour	\$100 per hour	3 hours
Multipurpose Room w/Stage <i>requires District personnel</i>	\$100 per hour	\$150 per hour	3 hours
Board Room	\$ 25 per hour	\$ 40 per hour	3 hours
Equipment (Deposit may be required)		<u>District Staff</u>	
➤ Overhead Projector	\$25.00	➤ \$25 per hour <small>(no minimum if extending regular workday)</small>	
➤ Microphone	\$25.00	➤ \$25 per hour	
➤ TV/VCR	\$25.00	<small>(four [4] minimum if not extending workday)</small>	

Goods and Services Contributed

A person, group or organization may contribute goods or render services as full or partial payment of the user fee. The value of the goods will be determined by the District based upon established market price, trade in value, posted prices or where these methods prove impractical, appraisal or barter may be employed so long as the procedure is advantageous to the District. The value of services rendered shall be based upon the hourly wages of a beginning employee of this or another School District performing similar functions as determined by the District. Should disagreement between the contributor and the District occur as to the value of the goods or services offered, the District reserves the right to refuse to accept.

PUBLIC CONDUCT ON SCHOOL PROPERTY

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of an educational institution by either:
 - Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
 - Threatening to cause damage to the District, the property of the District, or the property of any person attending the District.
 - Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others.
 - Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or a person designated to maintain order.

The above identified acts need not be directed at a specific individual, the District, or specific property of the District to constitute a violation of this policy.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. 13-2911.

A person may also interfere with or disrupt the District function by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by this Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.

- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on District property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of District officials or of District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

Additional Requirements of the General Public

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative.
- Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
- The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.