

**Tolleson Union High School District #214**  
**Facility Use Agreement**

<b>FOR USE OF FACILITIES LOCATED AT:</b>		
<b>Today's Date:</b>		
<b>Specific Facility to be Used:</b>		
<i>If classroom or conference room is selected above, please specify the room number(s).</i>		
<b>Renter/Organization Information</b>		
<b>Organization Name:</b>		
<b>Class:</b>		
<b>Contact Person:</b>		
<b>Phone:</b>		
<b>Email Address:</b>		
<b>Mailing Address:</b>		
<b>Event Information</b>		
<b>Date of Event:</b>		
<b>If the event will occur on more than one day, please indicate all applicable dates and times.</b>		
<b>Event Start Time:</b> <i>(Include setup.)</i>		
<b>Event End Time:</b> <i>(Include teardown.)</i>		
<b>Total Number of Hours:</b>		
<b>Event Description:</b>		
<b>Notes regarding setup/special equipment needed or used:</b>		
<b>Number Expected to Attend:</b>		
<b>Equipment Needed:</b>		
<i>If chairs or tables are selected above, please indicate the amount requested.</i>		

**Terms of Use:**

The following terms and conditions apply to the use and rental of all facilities: (please read before signing)

1. The premises are to be used only for the expressed purposes as identified in the application.
2. No smoking or alcoholic beverages are to be allowed.
3. District staff is to have access to all facilities at all times.
4. All properties and equipment are to be accounted for and left in the same condition, taking into account normal wear, as they were at the time of use.
5. No lighting, wiring, or scenery is to be changed except by special permission from the building administrator.
6. Any program of speakers, plays, or presentations must be submitted for approval at the time the rental application is received.
7. Any advertising for the promotion of the program must indicate the sponsoring agent.
8. This District reserves the right to refund deposits paid in advance for rental of any facilities should the building principal or superintendent decide the usage is not in the best interests of the District.
9. Liability insurance shall be provided by the renter and evidence of same (satisfactory to the District) shall be filed at the time of application. This insurance shall be provided in the minimum limits of \$1,000,000 combined single limit for bodily injuries and property damage. The applicant agrees to name the District as an "additional insured" on the applicant's liability policy as respect to the use of District property.

10. Applicant agrees to comply with all applicable federal, state, and municipal laws, rules, ordinances, regulations, and orders with respect to the use and occupancy thereof. Applicant, during the term of this permit, covenants and agrees to indemnify and hold harmless the District from each and every loss, cost, damage and expense arising out of any accident or other occurrence causing injury to or death of persons or damage to property due to neglect thereof by the renter.
  11. Renter agrees that it will pay for any unusual wear, tear, breakage, and damage to facility occurring from the use of the facility or equipment. Should a facility or equipment be damaged the renter agrees to reimburse the District for the full cost of repair or replacement. The renter agrees to provide any necessary security and/or maintenance personnel as required by the District. These services can be purchased through the District.
  12. The applicant shall observe all safety and parking guidelines. The applicant shall not allow any parking in areas identified as fire lanes.
  13. All athletic renters must show proof of compliance to SB 1521 regarding the education of coaches, pupils and parents of the dangers of concussions and head injuries and the risks of continued participation in athletic activity after a concussion.
- This agreement is accepted upon the foregoing terms and conditions.

<b>Charges</b>			
	<b>Cost per hour</b>	<b>Total Number of Hours</b>	<b>Subtotal</b>
<b>Base Charge of Facility to be Used:</b>			
Custodial			
Addt Custodial/Security			
<b>Total Charge</b> <i>(Make checks payable to Tolleson Union High School District):</i>			

It is understood that all rates quoted, as well as other conditions stipulated, are a part of this agreement. Please sign and return all copies to Special Projects Manager 9801 W. Van Buren St. Tolleson, AZ 85353, fax to (623) 936-5048, or email [Joanna.peterson@tuhsd.org](mailto:Joanna.peterson@tuhsd.org).

**NOTE: THIS AGREEMENT IS NOT VALID AND FACILITIES WILL NOT BE MADE AVAILABLE UNTIL SIGNED BY TUHSD AND A CERTIFICATE OF INSURANCE IS FILED WITH TUHSD.**

For Lessor: Tolleson Union High School District No. 214      For Renter : \_\_\_\_\_  
Special Projects Manager      Printed Name of Renter or Organization

By: \_\_\_\_\_      By: \_\_\_\_\_  
Special Projects Manager      Signature & Title of Renter or Organization

Insurance Expiration Date: \_\_\_\_\_ Fee Waiver Approval: \_\_\_\_\_ Proof of 501(c) 3 Status Letter (YES / NO)  
Superintendent of Designee