

Tolleson Union High School District #214
Facility Use Agreement

FOR USE OF FACILITIES LOCATED AT:

THS WHS LJCHS CCHS SLHS District Office/Other

Today's Date: [Click here to enter text.](#) **Specific Facility to be Used:** [Click here to enter text.](#)

Renter/Organization Information:

Organization Name: [Click here to enter text.](#) Class: I II III

Contact Person: [Click here to enter text.](#) Phone: [Click here to enter text.](#)

Email Address: [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

Event Information:

Date of Event: [Click here to enter text.](#) Event Time(Include setup/teardown): [Click here to enter text.](#)

Event Description: [Click here to enter text.](#)

Notes regarding setup/special equipment needed or used: [Click here to enter text.](#)

Number Expected to Attend: [Click here to enter text.](#)

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.

Charges:

Base Charge of Facility to be Used:	/hour	
Custodial Charge	/hour	
Additional Charges:		
Total Charge (Make checks payable to Tolleson Union High School District):		

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 Jennifer.cordner@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 : _____
Printed Name of Renter or Organization

By: _____
Special Projects Manager

By: _____
Signature & Title of Renter or Organization

Insurance Expiration Date: _____

Fee Waiver Approval: _____
Superintendent of Designee

Proof of 501(c) 3 Status Letter (YES / NO)

IN-KIND COMPENSATION IN LIEU OF FEE PAYMENT

Name of Renter or Organization: _____ agrees to the following IN-KIND compensation in lieu of the required fees as set forth in the fee schedule. All In-Kind Compensation agreements must have a value determined by the renter or Organization which is agreed to by the Tolleson Union High School District #214 Business Office before the contract can be approved. The method for determining value will be based upon established market price, trade in value, posted prices, or appraisal.

Required Fee based on the assigned category: _____

Fair Market Value of IN-KIND compensation: _____

Method for determining Value: _____

Summary of the IN-KIND compensation: _____

Name of Renter or Organization

TUHSD Business Office

Superintendent or Designee

Date

Date

Date

