

K-1682 © KF-EBA
EXHIBIT
COMMUNITY USE OF SCHOOL FACILITIES

REQUEST FOR USE OF SCHOOL FACILITIES

1. Applicant Information

Request made by: _____
Sponsoring Group or Organization

Responsible Party Information - Required

* Responsible party must be at least 21 years of age

Facilities will only be opened for the responsible party.

Name: _____ Address: _____

Phone Number: _____ Driver's License #: _____

2. Basic Terms of Agreement

Date(s) of Use _____

Start time for usage _____ End time for usage _____

* Setup or decorating time is official start time * Completion of clean-up is end time

Purpose of Use _____

Estimated number of people to attend: _____

Estimated number of people to attend: _____

Request for use of school: Collier Littleton Underdown

Country Place Estrella Vista Quentin Tres Rios Fine Arts

Classroom(s) (Number requested) _____ Cafetorium with kitchen

Media/Resource center Cafetorium without kitchen

Playground Fields with lights

Parking lot Fields without lights

Other _____

Is food and/or refreshments being served? Yes No

3. Checklist of Needs

Cook needed.

Special equipment needed:

Audiovisual equipment: _____

Public address system: _____

Kitchen equipment: _____

- Stage equipment: _____
- Special school personnel: _____
- Custodial services:
 - Open building.
 - Close building.
 - Extra time needed for extra cleanup: _____
 - Custodial time needed for extra cleanup: _____
 - Estimated number of hours: _____
 - Total hours _____

For District Use Only

Application Approved By: _____
 Application Disapproved Title: _____

Fees:

Deposit(s): \$ _____ Due by: _____

Class IA: No Charge Personnel: _____ \$ _____

Class IB: \$ _____ Personnel: _____ \$ _____

Class II: \$ _____ **Total Fees Due:** \$ _____

Fees must be paid in the form of a money order or cashier's check. If paying by mail, include a copy of the approved use of facilities request and submit to: Littleton School District; Attn: Business Office; P.O. Box 280, Cashion, Arizona 85329. Note: In order to avoid conflict in use, please submit all requests at least fourteen (14) days prior to date of requested usage. There can be no indemnity clauses, as the district schools are owned by the State of Arizona and insurance liabilities are limited. The requestor will be responsible for any further insurance coverage if deemed necessary by the District. Proof of insurance must be provided if required at the time of contract signing. If grants or contracts over \$50,000.00 are involved, the request will be reviewed by the Administration, Superintendent and Assistant Superintendent, Business Office, and if needed, by the Governing Board. Copies of all such contracts shall remain with the Governing Board, Superintendent's Office, and Director of Operations. A copy of the agreement/contract will also be issued to the requesting party.

The responsible party (user of school facilities) hereby agrees to/that:

- Conduct themselves in a manner that students can continue their educational programs without undue interruption.
- Ensure that an employee of the District is on duty whenever a school building is used unless prior approval for other arrangements has been granted.
- Preserve order. All children attending or participating in the event or activity must be supervised by responsible adults.
- Prohibit alcoholic liquors or beverages. No alcoholic liquors or beverages shall be brought to or consumed in the buildings or on the grounds.
- Prohibit tobacco and smoking on school property.
- Not use, or have present, any illegal substance on District premises.

- Prohibit items from being sold, given, exhibited, or displayed for sale without prior permission from the school. Any sales are prohibited unless the proceeds will be used for charitable or nonprofit educational purposes.
- No District employees shall be paid directly by any group using the facilities. All wages shall be paid by the District to an employee on duty for approved facilities use.
- The availability of cafeteria kitchens and other special subject or usage areas may be restricted to specific times or activities. Special fees may be charged for the use of those facilities. A cafeteria employee must be present during use or rental of the kitchen.
- When more than one (1) applicant requests the use of a facility for the same time, the applicant filing first shall be given first consideration. If a school program or calendar changes, the school program shall take priority, even if the activity has been scheduled. Every effort will be made to reschedule the activity as conveniently as possible when such cancellation has occurred.
- The issuance of keys to facilities is to be discouraged. However, if no alternative is suitable, it shall be the principal's responsibility to issue and retrieve facility keys according to the District key-control procedures.
- Permission shall be denied for activities that would exceed the capacity of the facility or be in violation of fire or safety regulations. It shall be the responsibility of the applicant to make appropriate members familiar with the use of fire and other safety devices and procedures.
- Requests for future use may be denied to an organization that fails to comply with established rules.
- Arrive and depart promptly by the times specified for use date(s).
- Assume full responsibility for loss or damage to District property resulting from such use.
- Assume full responsibility for personal injury sustained by any person as a result of such use and waive all District liability.
- Pay required fees and deposits. The District reserves the right to require, if it should deem it necessary, a cash bond of five hundred dollars (\$500), or more to cover any damages that might be done to any equipment, furniture, or facility.
- Furnish proof of liability insurance certificate for the use or lease of school property, pursuant to A.R.S. 15-1105 (with a limit of at least ten thousand dollars (\$10,000) for property damage and not less than one million dollars [\$1,000,000] for injury or death to one [1] or more persons). Applicant shall obtain from its insurance carrier a written consent waiver of subrogation. Each group will be responsible for the repair or replacement of damaged equipment, furniture, or facility.
- Prohibit putting up decorations or scenery or moving pianos or other major furniture unless prior permission has been granted by the Principal. Not make any alterations or changes to any part of the premises or equipment of the District.
- Secure the services of security for the facilities on the use dates, including a minimum of one (1) security officer for up to one hundred (100) people in attendance and a minimum of two (2) security officers for events with over one hundred (100) people in attendance.
- Not use the District facilities for the purposes of advancing any doctrine or theory subversive to the Constitutions or laws of the United States and the State of Arizona; advocating social or political change by violence; or promoting private profit-making enterprises. Any funds obtained

by the applicant in connection with the use of the facilities must be used for civic, philanthropic, charitable, or educational purposes.

- Clearly indicate the responsible party name and telephone number to be contacted when advertising or promoting any activity, event, et cetera, approved by the District for use of the facilities. No advertisement shall be made until approval for usage has been secured by the District.
- Comply with the United States and Arizona State Constitutions and with all applicable laws, regulations, ordinances, rules, and orders in effect for public school education facilities.
- All activities must be conducted within the laws, rules and regulations of the State of Arizona and applicable municipal subdivisions.
- Comply with the Littleton Elementary School District Governing Board policies and with the rules and regulations governing school districts and public entities.

Responsible Party Signature

Date