

SOCJUSD #9 - APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES

NAME OF ORGANIZATION: _____

Type of Organization: Nonprofit 501(c)(3) _____ Other non-profit _____ Commercial _____

NATURE OF ACTIVITY: _____

Site Requested: SRRHS _____ WSS _____ BPCS _____ DO _____

Dates & Times Requested: _____

Person(s) Responsible: _____ Phone _____

E-mail Address: _____

Address: _____ City _____ Zip _____

*Please return signed contract, along with copy of current liability insurance showing SOCJUSD as an additional insured, and a copy of 501(C)(3) verification (if applicable). **Contract is not valid until provision of insurance with SOCJUSD#9 as additional insured/certificate holder.** Sedona Performing Arts Center (SPAC) has a separate contract for rental. Please consult District Facilities Coordinator for room capacities as needed.*

	Non-Profit 501(c)(3) free event	Other Non- Profit Event (ticketed)	Commercial Event	X # of Hours	Total Fee
Classroom (any site)	\$20.00/hr	\$25.00/hr	\$40.00/hr		
Cafeteria or Multi-purpose Room	\$35.00/hr	\$40.00/hr	\$110.00/hr		
WSS or BP Gymnasium	\$50.00/hr	\$55.00/hr	\$110.00/hr		
CPAS – Community Performing Arts Studio at SRRHS (dance)	\$25.00/hr	\$30.00/hr	\$110.00/hr		\$
HS Cafeteria	\$35.00/hr	\$40.00/hr	\$110.00/hr		\$
HS Gymnasium (Main or Auxiliary)	\$55.00/hr	\$60.00/hr	\$110.00/hr		\$
HS Tennis Courts	\$10.00/hr ea. Or \$50.00/hr for 6 courts	\$10.00/hr ea. Or \$50.00/hr for 6 courts	\$10.00/hr ea. Or \$50.00/hr for 6 courts		\$
Parking Lot	\$20.00/hr	\$20.00/hr	\$20.00/hr		\$
Ball Fields	\$25.00/hr	\$30.00/hr	\$65.00/hr		\$
HS Stadium	\$55.00/hr	\$65.00/hr	\$165.00/hr		\$
HS Stadium Lights	\$55.00/hr	\$65.00/hr	\$80.00/hr		\$
Other (Contact facilities coordinator for other requests/rates.)					\$
Custodial Fee/Wage (required)	\$30.00/hr	\$30.00/hr	\$30.00/hr		

Total Staffing and Facility Fees Due \$ _____

50% DEPOSIT is required to reserve space. Payment in full is due two weeks prior to event.

Licensee Representative _____ Date _____

Signature above acknowledges the authorized representative has read and agrees to abide by all the terms on this form, specifically including all conditions, rules, agreements, general information, and the hold harmless agreement on page 2 of this use request/agreement form.

FACILITY USE COORDINATOR APPROVAL _____ Date _____

PRINCIPAL/ DISTRICT OFFICIAL APPROVAL _____ Date _____

SUPERINTENDENT'S APPROVAL _____ Date _____

This agreement will not be officially recognized until all local and state government permit requirements are complied with and liability insurance certificate is furnished to the School District.

COMMUNITY USE OF SCHOOL FACILITIES

Facilities should be used by community organizations for legitimate purposes at minimal cost to the organization. Organizations normally housed in their own facilities, such as church groups, are to use school facilities only on an interim basis while planning and/or constructing their own facilities.

CONDITIONS GOVERNING THE USE OF SCHOOL FACILITIES

- Requirements of the school program shall receive priority consideration in the assignment of school facilities.
- School-sponsored activities such as community schools programs and PTA shall be given priority over non school-sponsored activities. These school-sponsored activities may be held without charge.
- The City Parks and Recreation programs will be given priority over other community organizations.
- Those desiring to use school facilities for financial profit will be discouraged from making application for facility use, but this does not deny them the opportunity of using school facilities. Rental fees will be charged.
- Requests for contracted district services by non-school organizations must be made to the building principal, building coordinator, or community school office. Requests will be honored when they can be met by district employees outside their regular hours of employment. Full costs will be charged to the organization making the request.
- Permission to use any school facility may be revoked at any time as the needs of the school district may require, or in the event prior payments are outstanding.
- Fees are subject to change at any time.

GENERAL RULES: The school district shall provide needed custodial services, cafeteria employee, and/or other employees during each use. Administrators or caretakers are to have access to all facilities at any and all times. Premises are to be vacated and lights are to be out at the time specified. All properties are to be accounted for and left in the same condition as when received. Extra property is to be removed from the premises no later than 24 hours after use. No smoking is to be allowed. No refreshments are to be served or sold on school grounds or in the building except in the appropriate facilities and upon prior approval by the principal or the school district office. Any advertising for the promotion, such as newspaper releases, posters, tickets, and handbills, must indicate the sponsoring agent.

ADDITIONAL FACILITIES USE INFORMATION: When additional personnel are needed, an additional charge per hour will be made. The minimum charge is for three hours. Personnel charges are initiated when the facility is opened and cease upon lockup. No refunds will be made for any unused periods of time that you have reserved. Cafeteria and custodial services will be at \$30.00 per hour.

NON-SCHOOL ACTIVITIES: Arizona Statutes require non-school sponsored users to carry insurance. The District requires a combined single limit insurance coverage for bodily injury and property damage. A valid certificate of insurance with policy limits of not less than \$1,000,000.00 must be provided as soon as possible before the event. The certificate must state that the "certificate holder is also insured". Please attach a copy of your certificate of insurance to this request. Requests without such proof cannot be approved. Certificate of Insurance holder should be indicated as SOCJUSD #9 and should also be listed as insured.

FACILITY CLEANING/KEY DEPOSIT: A deposit may be required, at the discretion of the building administrator. The deposit is refundable upon termination of this agreement, with keys being returned and facilities being left in an appropriate manner.

AMERICAN DISABILITIES ACT: All organizations using the facilities must be in compliance with the American Disability Act requirements.

HOLD HARMLESS AGREEMENT: The authorized representative executing the application on this form, in consideration or receiving permission to use school facilities, for himself/herself and the organization represented and its members releases the Sedona-Oak Creek Joint Unified School District #9 and its Governing Board members, officials, employees, and agents from all claims and liability arising from or during use of school facilities, and agrees to indemnify and hold harmless said parties from all claims of any nature.

SPECIAL INTEREST GROUPS: Setup and rearranging of chairs, etc., is the responsibility of the licensee, unless seating (setup/strike) arrangements were made at the time the agreement is signed. The storing of paraphernalia shall not be a part of this agreement.

USE OF ATHLETIC FIELDS: Generally, athletic fields shall not be utilized on a regular basis by outside groups, however, contracts may be issued for the following types of activities: Parks and Recreation Department Programs and activities of other organizations judged by the manager to fit this class. However, blanket approval for use of a field will not be given: the outside group must furnish for approval a specific schedule of requested dates and times for use of the athletic field.

DEPOSIT/PAYMENT: The district requires a deposit (half of the cost) at the time of booking the use of facilities and is non-refundable if event is cancelled. Final payment is required 2 weeks prior to the event. Checks are made payable to: **SOCJUSD #9**. Mail to: **SOCJUSD #9, Attn: Facilities Coordinator, 995 Upper Red Rock Road., Sedona, AZ 86336**