

SOCJUSD #9 - APPLICATION FOR USE OF SCHOOL FACILITIES

NAME OF ORGANIZATION: _____ Profit _____ Nonprofit _____

NATURE OF ACTIVITY: _____ # of Attendees _____

Person(s) Responsible: _____ Phone _____

Address: _____ City _____ Zip _____

E-mail Address: _____

Second Contact Person: _____ Phone _____

Address: _____ City _____ Zip _____

E-mail Address: _____

SCHOOL/Room/Field Required _____

Days and Dates Requested _____

Hours: From/To: _____ Will admission be charged? Yes _____ No _____

*Please return signed contract, along with copy of current liability insurance showing SOCJUSD as an additional insured, and a copy of 501 C3 tax ID (if applicable). **CONTRACT WILL NOT BE ACCEPTED WITHOUT INSURANCE CERTIFICATE SHOWING SOCJUSD #9 AS AN ADDITIONAL INSURED.***

Sedona Performing Arts Center (SPAC) has a separate contract for rental.

Facility Used	Non-Profit Non Fund Raising	Non-Profit Fund Raising	Commercial	X # of Hours	Total Fee	Seating
Classroom	\$15.00/hr	\$20.00/hr	\$35.00/hr		\$	30
WSS Cafeteria/M-P Room	\$30.00/hr	\$35.00/hr	\$100.00/hr		\$	300
WSS Gymnasium	\$45.00/hr	\$50.00/hr	\$100.00/hr		\$	350
BP Cafeteria/M-P Room	\$30.00/hr	\$35.00/hr	\$100.00/hr		\$	150
BP Gymnasium	\$45.00/hr	\$50.00/hr	\$100.00/hr		\$	300
HS Cafeteria	\$30.00/hr	\$35.00/hr	\$100.00/hr		\$	200
HS Locker Room			\$20.00/hr/each		\$	
HS Gymnasium	\$50.00/hr	\$55.00/hr	\$100.00/hr		\$	750
HS Tennis Courts \$10.00/hr ea. Or \$50.00/hr for 6 courts					\$	
HS Parking Lot (N/S) \$20.00/hr					\$	221+7 HC
Ball Fields	\$20.00/hr	\$25.00/hr	\$60.00/hr		\$	
HS Stadium	\$50.00/hr	\$55.00/hr	\$150.00/hr		\$	
HS Stadium Lights	\$50.00/hr	\$55.00/hr	\$75.00/hr		\$	
Set Up/Tear Down Hours	1/2 regular hourly rate	1/2 regular hourly rate	1/2 regular hourly rate			

Custodial Fees \$ 25/hr x _____ hours = \$ _____ Facility Fees Due \$ _____

TOTAL FACILITY AND CUSTODIAL FEES DUE \$ _____

Deposit of half the total agreement amount is required at time of signing \$ _____, with the balance due \$ _____ on _____.

Licensee Representative _____ Date _____

Signature above acknowledges the authorized representative has read and agrees to abide by all the terms on this form, including but not limited to the hold harmless agreement on back of 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 \$25.00 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.

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: Pop Warner Football, 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 on the day of the event. Checks are made payable to: SOCJUSD #9. Mail to: SOCJUSD #9 Attn: Debra Barr @ 995 Upper Red Rock Loop Rd. Sedona, AZ 86336