

# PERMIT FOR USE OF SCHOOL FACILITIES

PV Schools Community Education Department • [www.pvschools.net/facilities](http://www.pvschools.net/facilities)  
 15032 N. 32nd St., Phoenix, AZ 85032 • (602) 449-2204 or (602) 449-2216



Permit # \_\_\_\_\_

School Requested \_\_\_\_\_ Today's Date (3 weeks' advance notice required) \_\_\_\_\_

Name of Organization \_\_\_\_\_  CLASS I  CLASS II  CLASS III

## Please Complete the following information:

**(Please note:** There will be no school facility usage during school conference weeks or recess days. 3-day holiday weekend use is subject to personnel availability.)

Room/Area Requested (please select):  Cafeteria (MPR)  Media Center  Lg. Gym  Sm. Gym  Conference Room  
 Room Numbers (please list) \_\_\_\_\_  Other \_\_\_\_\_

Date(s) Requested (month/day/year): \_\_\_\_\_ through \_\_\_\_\_ Estimated No. attending \_\_\_\_\_

Additional Date(s) (if any): \_\_\_\_\_ through \_\_\_\_\_

Day(s) Requested (please select day(s) of week): SU  M  T  W  TH  F  SA  Hours: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
(Custodial charges start 1/2 hr. before activity start time - minimum 2 hr. usage)

Nature of Activities \_\_\_\_\_ Participant fee: \$ \_\_\_\_\_ (if applicable)

Is this a school related event?  No  Yes (if Yes, please explain) \_\_\_\_\_

Is food part of your event?  No  Yes (Serving or selling food must follow Maricopa County Health Department requirements)

Special equipment  No  Yes (if Yes, please list) \_\_\_\_\_  
(If applicable, there will be a \$10/day Electronics Fee)

Custodian  No  Yes

Exceptions to above indicated dates (include holidays or dates not used) \_\_\_\_\_

## USE OF FACILITIES RULES AND REGULATIONS

An insurance certificate, showing proof of insurance for a minimum of **one million dollars (\$1,000,000)** combined single-limit bodily injury and property damage liability, must be submitted to and approved by the District before the facility may be used. **The certificate must list PV Schools as additional insured and certificate holder.** The certificate covers all areas of District property that are accessible to the renter and its patrons, including facilities, parking, walkways, and/or areas to which access cannot be limited.

The Site Supervisor is required to be present at all times and will be responsible for the supervision of students or participants until all attendees have left the premises.

Site Supervisor (instructor, coach, teacher, etc.) \_\_\_\_\_

Telephone (Work) ( \_\_\_\_\_ ) \_\_\_\_\_ (Cell) ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

Person responsible (official representative of organization) \_\_\_\_\_

Telephone (Work) ( \_\_\_\_\_ ) \_\_\_\_\_ (Cell) ( \_\_\_\_\_ ) \_\_\_\_\_ (Home) ( \_\_\_\_\_ ) \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**We require 48 hour cancellation notice.** A \$50 processing fee will be charged for cancellations or multiple date changes. Please read reverse side carefully before signing document. Multiple date use may require a 50% deposit of estimated use. Fees must be paid at receipt of invoice. Signature of the Organization Representative indicates agreement with request as listed, all provisions as listed on reverse side, and the printed rules and regulations of the District concerning the public use of school facilities and conduct on school grounds, as found in the Facilities Handbook. Signature by the Community Education Administrator indicates approval of request as listed.

Signature of Representative of Organization \_\_\_\_\_

Signature of School Administrator \_\_\_\_\_

(Signature of administrator indicates availability of site and does not constitute final approval)

Signature of Community Education Administrator \_\_\_\_\_

### FOR OFFICE USE ONLY

Scan \_\_\_\_\_ cc:  School Administration  Custodian

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

CE Enrichment \_\_\_\_\_ Custodian on Duty \_\_\_\_\_ Date \_\_\_\_\_

## INDEMNIFICATION AND HOLD HARMLESS CLAUSE

To the fullest extent permitted by law, the APPLICANT agrees to indemnify, defend, and hold harmless the DISTRICT, its officers, agents, volunteers, and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees, court costs, or alternative dispute resolution costs arising out of, resulting from, or otherwise but for the performance or furnishing of work or services or use of the school's facilities and grounds and parking area under this Agreement; provided that any such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, death, or personal injury, or property damage, including the loss of use or diminution in value resulting therefrom; regardless of whether or not it is caused in whole or in part by the actual or alleged negligent acts, errors, or omissions of the DISTRICT, its officers, agents, volunteers, or employees, or a party indemnified hereunder. The DISTRICT reserves the right, but not the obligation, to participate in defense without relieving APPLICANT of any obligation hereunder.

1. No alterations to facilities shall be made without prior written approval.
2. Applicant using facilities shall be responsible for payment of any and all damages to building and equipment caused by self/patrons and shall be responsible for any security/custodial charges accumulated as a direct result of this use.
3. SMOKING, ALCOHOLIC BEVERAGES, LIT CANDLES, AND GAMBLING ARE NOT PERMITTED ON THE PREMISES AT ANY TIME.
4. All properties are to be accounted for and left in good condition as received. Chairs, tables, podiums, etc. are to be put away IN THE CORRECT MANNER, IN THE CORRECT LOCATION.
5. Sub-leasing: No lessee should re-assign their agreement to any other entity or group without the written consent of Community Education or PVSchools Administration.

## CLASS DEFINITIONS

**CLASS I** This category of user is exempt from facility rental and equipment fees, but subject to all personnel and other out-of-pocket costs incurred by the District. This class includes:

1. Organizations directly associated with the District, and conducting activities for District school-age children. Examples include staff and student groups or clubs, school teams, Parent Council, PTA/PTO, booster clubs, etc.
2. Units, or elected officials, of Federal, State or local government, or local civic groups when conducting community or official business within the District. This includes the Parks and Recreation Department of the Cities of Phoenix and Scottsdale for which reciprocal agreements have been executed.
3. Groups or District Departments conducting staff development, in-service or other job-related training classes primarily for District personnel, and at the request of a District administrator.

**CLASS II** This category of user is for non-school sponsored non-profit service organizations whose academic or recreational activities involve District school-age children. This category of user is also subject to all personnel and other out-of-pocket costs incurred by the District. Equipment rental fees apply to this category of user. Included in this class are:

1. Youth organizations (i.e.: Boys/Girls Clubs, YMCA, Scouts, Campfire, Little League, Pop Warner, Soccer, etc.), and groups such as the Rotary, Lions, etc.
2. Churches and religious groups.
3. Home Owners Associations.
4. National or State educational organizations using District classrooms for instructional purposes.

**Note-Requirement for Class II:** An IRS letter of determination indicating a 501(c)3 or 501(c)4 organization.

**CLASS III** 1. This category of user includes all commercial, profit-making individuals and organizations not qualifying for Class I or Class II.

**Note:** Any activity of an organization for the purpose of donating profits or proceeds to the District, or a public charity, does not change the rental fee rate from the schedule.

## FEE SCHEDULE

(Effective 1/1/14 – Rates subject to change yearly upon Governing Board approval)

A custodial charge of \$28 per hour is required. THE MINIMUM CHARGE IS 2 HOURS. All workers scheduled for activity will be paid through PVSchools payroll. The lessee must not pay any employee directly for services rendered.

ROOM	ROOM COST PER HOUR		
	CLASS I	CLASS II	CLASS III
Classroom	0	\$6.00	\$28.00
Dance Room	0	\$17.00	\$33.00
Lecture Hall	0	\$28.00	\$55.00
Choir, Drama, Band, Wrestling, Pods, Home Ec	0	\$28.00	\$55.00
Community Room / Lounge / CRC Room / CTE Rooms	0	\$28.00	\$55.00
Media Center	0	\$33.00	\$55.00
Elementary Cafeteria / Kitchen*	0	\$35.00	\$60.00
High School / Middle School Cafeteria / Kitchen*	0	\$40.00	\$60.00
Gym	0	\$60.00	\$110.00
Locker Room	0	\$33.00	\$55.00
Tennis Courts / Outdoor Basketball Courts (per court)	0	\$7.00	\$12.00
Weight Room	0	\$88.00	\$175.00
Parking Lot / Ramadas / Concession Stand	0	\$17.00	\$33.00
Exterior Bathrooms	0	\$10.00/day	\$15.00/day

UTILITY FEES		
MULTI-PURPOSE ROOM/ GYMNASIUM/CAFETERIA	SCHOOL DAY USE	NON-SCHOOL DAY USE
May 1 - October 31	\$25.00/hr	\$50.00/hr
November 1 - April 30	\$20.00/hr	\$35.00/hr

CLASSROOM AND OTHER AREAS UP TO 5 ROOMS <sup>Δ</sup>	SCHOOL DAY USE	NON-SCHOOL DAY USE
May 1 - October 31	\$5.00/day	\$10.00/day
November 1 - April 30	\$2.00/day	\$5.00/day

<sup>Δ</sup> Additional \$1 for each classroom over 5

**I have read the above General Rules, terms, and fees, and understand them.** \_\_\_\_\_

\*Use of kitchen requires a PVSchools food service employee to be hired as operator.

**PLEASE NOTE: A school always has first priority & a user group may be required to relocate.** There will be no use of school facilities during parent/teacher conference weeks or recess days. We will try to make any relocation as effortless as possible.