



Community Use of School Facilities



RULES • GUIDELINES • FEE SCHEDULES



Community Education Department

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Table of Contents

I.	Introduction	4
II.	The PVUSD Governing Board.....	4
	Governing Statute	4
	Authority.....	4
	Agreements.....	4
III.	Terms and Conditions of Facility Use	5
	Insurance	5
	Damage to Facilities or Contents	5
	Indemnification and Hold Harmless Clause	5
	Permits and Licenses.....	5
	Security and Safety.....	5
	Advertising.....	5
	Facility Capacity.....	5
	Additional or Unspecified Items.....	5
IV.	Use of Buildings.....	6
V.	Use of District Kitchen.....	6
VI.	Use of Auditoriums.....	7
VII.	Use of Athletic Fields.....	7
VIII.	Conduct Expected of All Persons	8
	On or Using School District Property.....	8
	Scope and Authority of Rules.....	8
	Conduct of People On or Using School District Property	8
	Additional Rules for the General Public	9
	Additional Rules Pertaining to Faculty, Staff, and Employees.....	9
	Conduct of Students	10
	Delegation of Authority	10
	Notice of Filing and Effective Date	10
IX.	Advertising of Non-School Activities	10
X.	Classification of Organizations and Groups	11
XI.	Facilities/Auditoriums/Fields Schedule of Usage Rates	12
	School Facilities Rental Rates	12
	School Facilities Utility Rates	12
	Auditorium Rental Rates	13
	Auditorium Utility Rates	13
XII.	Links to On-Line Forms	17
XIII.	2024 PVUSD Governing Board.....	19

I. Introduction

School buildings and facilities of Paradise Valley Unified School District shall be made available for community use in compliance with Arizona State Statutes and Governing Board policy. The Community Education Department shall grant permission for use of school facilities, with first consideration being given to the needs of the schools within the District.

The applicant must file a written and signed agreement for the rental of school facilities. The applicant must become familiar with the rules and regulations regarding proper use of the facilities and agree to abide by these regulations. Responsibility for proper use of school facilities and observance of the rules and regulations shall rest upon the applicant, sponsors, and/or participants.

The Community Education Department reserves the right to cancel any application if, after investigation, it is determined that such use is not in the best interest of the District.

II. The PVUSD Governing Board

Governing Statute

The Paradise Valley Unified School District Governing Board, in accordance with Arizona law ARS 15-1105 governing the use of school property, and subject to conditions, rules, and regulations it prescribes, permits and encourages the use of school property as civic, recreational, and educational centers, provided that permitted use does not interfere with school activities.

The Governing Board supports the community education concept and seeks cooperation of residents, employees, agencies, and civic groups in seeking creative solutions to bringing life enrichment services to Paradise Valley students and residents of the District.

Authority

The Governing Board or its designated representative, the Director of Community Education, grants permission for use of school facilities. The Director of Community Education is hereby authorized to enter into agreements with groups and individuals for the use of school facilities which, in the Director's opinion, are in the best interests of the District. Principals shall be notified and/or consulted concerning building use.

It shall be the responsibility of the Director of Community Education to review annually the regulations, requirements, and fees related to the community use of facilities.

Agreements

All agreements shall be in writing on forms approved by the Director of Community Education furnished by the District and executed for and on behalf of the Governing Board by the Director.

The applicant must become familiar with and abide by the printed rules and regulations of the District concerning proper use of school facilities as stated in the permit.

Facilities should be used by community organizations for legitimate purposes at minimal cost to the organizations. The Governing Board reserves the right to review or cancel any application or agreement if it is determined that such use is not in the best interest of the district.

III. Terms and Conditions of Facility Use

Insurance

In conjunction with the execution of the agreement, the user shall procure and maintain liability insurance with minimum limits of \$1,000,000 combined single limits. The user is required to have their insurance carrier name the District as an “additional insured” and indicate the user insurance shall be primary to any other available insurance arising out of the use of the facilities. Evidence of insurance shall be required in accordance with District regulations prior to approval of use of facilities.

Damage to Facilities or Contents

The user agrees to indemnify the District for any damage to the premises or contents arising out of the use of facilities.

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 facilities 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; but only to the extent caused in whole or in part by the actual or alleged negligent acts, errors, or omissions of the APPLICANT, or anyone directly or indirectly hired by the APPLICANT, or anyone for whose acts the APPLICANT may be liable, 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 the APPLICANT of any obligation hereunder.

Permits and Licenses

The user group has the responsibility to obtain any permits and licenses required by City of Phoenix ordinances, or State laws, and shall permit inspection by authorities. Contact Community Education Rental Technicians for further information.

Security and Safety

The user group shall employ at its expense such security and personnel as required and approved by the Director of Community Education to ensure the safety of its employees, volunteers, and guests. [Click here to view or download the Vendor ERP Card.](#)

Advertising

The Community Education Department is not responsible for the advertisement or dissemination of information about events being held in District facilities sponsored by renters. All requests to distribute information must go to the Communications Office at (602) 449-2297. Signs or banners that advertise events are permitted only during the event and only at the physical site of the event. Signs and banners must be removed after each use of the field.

Facility Capacity

Persons shall not be permitted inside any facility in excess of the established capacity. Enforcement of this requirement rests solely with the user.

Additional or Unspecified Items

The Director of Community Education reserves the right to impose any additional rules or regulations or to set special rates and use arrangements, whether or not expressly provided herein, which may be necessary for the best interests of the District and agreed to by the user.

IV. Use of Buildings

- 1) Requirements of the school program shall receive priority consideration in the assignment of school facilities. Schools shall submit requests by May 1 for the first semester's events. Requests shall be submitted by September 1 for second semester requests. After those dates, Community Education may confirm uses of District facilities by non-school related organizations. Activities such as Community Education programs and PTA/PTO shall be given priority over non-school sponsored activities.
- 2) Organizations normally housed in their own facilities, such as church groups, are to use school facilities only on an interim basis (2 years) while planning and/or constructing their own facilities unless special arrangements are made with the Director of Community Education.
- 3) Non-school, non-profit service organizations may use facilities with charges not in excess of costs incurred by the District.
- 4) All after-school hour users shall submit a "[Permit for Use of School Facilities](#)" and a "[Facility Use Agreement](#)" form to the Community Education office for approval.
- 5) An identified District employee or an identified designee of the Director of Community Education shall be required to be on duty when school facilities are being used.
- 6) All activities must be under competent, adult supervision supplied by the user.
- 7) Administrators or caretakers are to have access to all facilities at any and all times during use.
- 8) All areas or property used are to be left in the same or better condition as found.
- 9) The following specific rules shall be observed:
 - a) Tobacco is not allowed on any District property.
 - b) Drinking alcoholic beverages anywhere in or on the premises is prohibited.
 - c) Food and drinks shall not be allowed inside high school auditorium house areas or gymnasiums.
 - d) Persons attending functions shall confine themselves to the specific part of the facility assigned.
 - e) Use of school equipment or supplies shall not be permitted without permission and/or rental as specified on the permit.
 - f) Facilities must be vacated by 10:30 p.m. unless permission is otherwise specifically granted in the permit.
 - g) School shops, tools, equipment, and other facilities shall not be available to staff members for personal services, nor for any form of commercial activity, except as a part of the District instructional program.

V. Use of District Kitchen

A food service worker must be assigned and a personnel fee charged with any rental contract that includes the use of kitchen equipment.

VI. Use of Auditoriums

Paradise Valley School District auditoriums shall be used to benefit District programs and community needs. Each high school shall schedule the regular school day use to 2 p.m. The Community Education office shall maintain a calendar of use during non-school hours.

High school programs shall have priority and shall submit planned usage to reserve after-school, evenings, and weekends. High school organizations shall submit requests by May 1st for the following fall semester use. Requests shall be submitted by September 1st for the spring semester. Non-school related events will be approved by the Director of Community Education after those dates.

Elementary and middle schools will be permitted to schedule two events for student performances per year. Each school may be asked to furnish staff members to aid in necessary set up and clean up. Weekend or holiday use shall require a custodian to be hired as arranged by the Director of Community Education. The cost of specialized lighting or sound technicians shall be paid by the requesting school.

Community use of the auditoriums shall be administered by the Community Education Department in accordance with all the rules and regulations of the Paradise Valley School District.

VII. Use of Athletic Fields

- 1) No team practice or regularly scheduled game shall begin at such time so as to interfere with the school program at the site.
- 2) Requests for scheduled, on-going youth sports use must be submitted to the Community Education Department. The Outdoor Facility Use Committee will assist in finalizing all such use. Single event sponsors will submit requests for approval at least 30 days prior to the date requested.
- 3) Users shall assume the cost of field lighting and maintenance.
- 4) Playing fields shall not be scheduled or used by organized youth sports on Sundays, except for special events.
- 5) Fields shall be closed when wet.
- 6) No automobiles, motorcycles, horses, dogs, or vehicles of any kind shall be permitted on school grounds, except in designated areas.
- 7) No glass containers or alcoholic beverages are permitted on school grounds.
- 8) Preparation of the grounds for program use shall not interfere in any way with the school program at any site.
- 9) User groups shall control the behavior of players and fans to avoid disturbance of households in the area adjacent to schools.
- 10) Lights will be turned off at 10:00 p.m.
- 11) Any physical changes or application of material must have prior approval of the Facilities and Construction Department. A "[Field Improvement Request](#)" form must be completed and returned to Community Education.
- 12) Parking should be restricted to areas that do not interfere with residential driveways. Parking will not be permitted in alleyways due to City of Phoenix ordinances. Parking should be restricted to school parking lots.
- 13) District approved sound systems must have speakers directed away from the adjoining neighborhood toward the playing fields and be at a level that does not provide disturbance to neighborhood residences.
- 14) Equipment being purchased by User Group(s) must follow Consumer Product Safety Guidelines and must have prior approval from the District.

- 15) All wood equipment that is deemed a hazard must be replaced with aluminum immediately. All others must be in good condition with a smooth surface. When wood bleachers become deteriorated and replacement is necessary, replacement will be of a non-wood nature.
- 16) The playground and ball field areas must be cleaned on a daily basis following the conclusion of use by the User Group(s). This may include providing trash containers at the User Group(s) expense to ensure this standard is maintained.
- 17) User Group(s) are required to properly supervise all children and participants while attending games, practices, etc. Continued use of the facilities will be predicated upon proper supervision being exercised at all times by the User Group(s).
- 18) The District reserves the right to revoke permission of use if the user group violates the privilege granted.

VIII. Conduct Expected of All Persons

On or Using School District Property

The Governing Board of the Paradise Valley Unified School District No. 69, being the governing body charged by statute to operate and maintain the above named District and having responsibility for the education of the children of the District and the control and use of District facilities and property, hereby adopts the following rules and regulations.

Scope and Authority of Rules

These rules and regulations are adopted pursuant to and under the authority of Title 13, Chapter 29 of the Arizona Revised Statutes for the purposes contained therein.

These rules are written with the intent to give school officers operational guidelines for control of unusual or emergency situations that would endanger students or employees physically or mentally, or in any way infringe upon their rights. The Board does not herein intend to inhibit in any manner the free access of the public to the schools for worthwhile purposes. It is the purpose of the Board to ensure that the schools and the employees of the District serve student needs as the primary function in all operational programs, and that they do so in a cooperative manner with the community, and that school facilities be available for community patron usage for educational or recreational purposes when not in use by the schools.

The following rules and regulations of the school district shall not be construed as limiting or replacing any rules presently in effect that govern the conduct of students, employees, or the general public.

Conduct of People On or Using School District Property

Unacceptable conduct is as follows:

- 1) Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
 - In the event of disagreement between a school officer and a person who desires to affect a change in school procedures, the person desiring the change shall have recourse for protest by the following procedure:
 - a) Present the complaint and supporting rationale in writing to the immediate supervisor of the officer making the decision.
 - b) Ultimate recourse shall be through the Superintendent to the Governing Board. The Board shall determine the manner in which it shall hear a grievance.
- 2) Physical abuse of or threat of harm to any person or District owned or controlled property or at District sponsored or supervised functions.

- 3) Threat of damage or damage to property of the District, regardless of the location, or property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- 4) Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds. School grounds shall be available for public use for non-specified purposes during hours when school approved activities are not in session, provided that participation in such activities does not damage school grounds or property. School buildings shall be available for community activities on a scheduled basis pursuant to Policy No. 1330.
- 5) Unlawful use, possession, distribution or sale of drugs, alcohol, and other illegal contraband on District property or at school sponsored functions.
- 6) Profanity or verbally abusive language.
- 7) Failure to comply with the lawful directions of District officials, District security officers, or any other law enforcement officers acting in performance of their duties, and failure to identify one's self to such officials or officers when lawfully requested to do so.
- 8) Knowing violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- 9) Any conduct constituting a breach of any federal, state, or city law or duly adopted regulation of the Board.

Additional Rules for the General Public

"General public" is anyone who does not come under the definition of student, faculty, staff, or employee.

- 1) Unless rules and regulations specify otherwise, a visitor must present himself immediately upon arrival to the officer in charge of an area to be visited, obtain approval for the visit, and follow District regulations.
- 2) Any member of the general public considered by the Superintendent of the District or his designee to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey said instruction may subject the person to criminal proceedings pursuant to Title 13, Chapter 29, Arizona Revised Statutes, or any other applicable proceedings, civil or criminal.

Additional Rules Pertaining to Faculty, Staff, and Employees

"Faculty, staff, and employees" are persons hired by the District in any capacity, full- or part-time.

- 1) In addition to the general rules of conduct, faculty, staff, and employees of the District are expected to conduct themselves in such a manner as to promote effective and orderly education and to protect the students' and the District's property. School employees are legally charged with the responsibility of maintaining an orderly educational process. In so doing, they shall utilize the individualized prescriptive process inherent in the District philosophy and shall recognize individual rights, attitudes, and desires. However, in the event of unusual circumstances that, in the judgement of the employee, jeopardize the educational process, the employee shall take such action as deemed necessary to alleviate the jeopardy.

No employee shall disrupt any legal District activity or encourage disruption. All employees shall attempt to maintain order and shall carry out all orders given by the Superintendent or his designee.

- 2) Employees of the district who violate these rules may be subject to both criminal and civil sanctions, which may include but are not limited to: criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes; warning; censure; suspension; or dismissal; as well as giving weight to violations in the establishment of salary in later contracts of employment, if any.
- 3) Employees of the district may not use school facilities, equipment, or supplies for personal pleasure or profit.

Conduct of Students

"Student" shall be defined as a person who is regularly enrolled in good standing in an educational program approved by the District and carried on in premises controlled by said District.

- 1) Within certain realms designated by policy and regulations, students shall have individual opportunity to express their feelings and views, to explore areas of personal interest, and to perform research studies by individual or group effort. On occasions that such individualized or group efforts are deemed in violation of policies and regulations by an employee of the District, the student shall terminate such activities upon notification by the employee. A student shall not engage in any activity prohibited by policies or regulations, nor shall he or she refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order. Recourse for student protest of alleged improper interpretations of policies or regulations shall be that process provided.
- 2) Any student who violates these rules and regulations may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses. See the [Parent/Student Handbook](#) for important information about behavioral expectations.

Delegation of Authority

The Board hereby authorized the Superintendent to enforce the provisions of this resolution. The Superintendent shall, for the purposes of Title 13, Chapter 29, Arizona Revised Statutes, be the Chief Administrative Officer of the District. The Chief Administrative Officer is authorized to extend and delegate his power and duties to such subordinates as he shall determine to give effect to and enforce the provisions herein. The Superintendent or his designee shall take such actions as are necessary to maintain order on school property, or to protect the person of the students, staff, faculty, employees, and the general public on the property of the District.

Notice of Filing and Effective Date

This resolution was filed with the Secretary of State as provided under Arizona Revised Statutes 41-1002. The Board met on the first regularly scheduled board meeting which fell 20 days from the date of filing, to wit: October 15th, 1970, at 8:00pm at the Paradise Valley High School Library.

At that time and place, the Board heard interested persons and adopted these rules as Board Policy. The policy became effective on that date.

IX. Advertising of Non-School Activities

It shall be the policy of the District to cooperate with non-profit organizations in informing parents and students of programs or events that are beneficial to the growth and development of youths.

When requests to advertise non-school activities are received, the following procedures will apply:

- 1) The Community Education Department is not responsible for the advertisement or dissemination of information about events being held in District facilities sponsored by renters. All requests to distribute flyers must go to the Communications Office at (602) 449-2297.
- 2) The schools will not be responsible for the retrieval of registration notices, i.e., voting information.
- 3) Printed advertising by commercial firms will not be distributed to students or incorporated in the newsletters.
- 4) Lists of students and school employees will not be furnished to outside agencies for solicitation or other business purposes.
- 5) Use of the employee's time during the working day by agents or representatives of business concerns is not approved.

X. Classification of Organizations and Groups

Class I

This category of user is exempt from facility rental fees and electronic 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 of the Cities of Phoenix and Scottsdale.
- 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 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.

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

Included in this class are:

- 1) Youth organizations (i.e. Boys and Girls Clubs, YMCA, Scouts, Campfire, Little League, Pop Warner, Soccer, etc.), Rotary, Lions, etc.
- 2) Churches and religious groups.
- 3) Homeowners associations.
- 4) National or state educational organizations using District classrooms for adult instructional purposes.

Class III

- 1) All commercial, profit-making individuals and organizations, regardless of the purpose for their use of facilities.

Note: Any activity of a profit-making 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 Class III schedule.

Charges for Additional Service, Equipment, or Personnel

The application for use of school facilities must show the additional services, equipment, or personnel required. A personnel charge of \$28.00 per hour is made on weekends, holidays, and summer, or if special set up is required. The minimum charge is for two hours. A deposit will be charged based on an estimate of the personnel costs.

Reasonable Use Fee and Schedule

“Reasonable use fee” means an amount that is at least equal to the District’s cost for utilities, services, supplies, or personnel that the school provides to the lessee pursuant to the terms of the lease. This determination is based upon a reasonable assessment of cost.

XI. Facilities/Auditoriums/Fields Schedule of Usage Rates

(fees shown are per hour unless otherwise noted)

School Facilities Rental Rates

Location/Service	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 or Drama Room, Band, Wrestling, Pods, Home Ec Room	\$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
Middle School/High School Cafeteria/Kitchen*	\$0	\$40.00	\$60.00
Gym	\$0	\$60.00	\$110.00
Locker Room	\$0	\$33.00	\$55.00
Tennis 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/day	\$15/day

*Use of kitchen requires a PVUSD Food Service employee be hired as operator

School Facilities Utility Rates

Multi-Purpose Room/ Gymnasium/Cafeteria	School Day Use	Non-School Day Use
May 1 - October 31	\$30.00/hr	\$61.00/hr
November 1 - April 30	\$24.00/hr	\$42.00/hr

Classroom and Other Areas (Up to 5 Rooms)**	School Day Use	Non-School Day Use
May 1 - October 31	\$6.00/hr	\$12.00/hr
November 1 - April 30	\$2.00/hr	\$6.00/hr

**Additional \$1 for each classroom over 5

Auditorium Rental Rates

Certain requirements shall be met by all user groups to ensure safe and efficient use of the auditoriums. See the [Auditorium Use Form](#) for details.

Room	Class I	Class II	Class III
Auditorium	\$0	\$175/hr or \$1400/day	\$300/hr or \$2400/day

Auditorium Utility Rates

Time period	School Day Use	Non-School Day Use
May 1 - October 31	\$55.00/hr	\$91.00/hr
November 1 - April 30	\$30.00/hr	\$61.00/hr

Fees for Personnel: \$35 per hour for custodial, \$40 per hour for technical services, and \$75 per hour for security (*subject to change*).

Utilities: A careful monitoring of use with resulting costs shall be maintained and guidelines and/or costs changed if necessary.

Outdoor Facilities Rental Rates–Single Event

Class I

(fees shown are per hour unless otherwise noted)

Location	Class I
Elementary School Fields	\$0
Middle School Fields	\$0
High School Practice Fields	\$0
High School Grass - Varsity Baseball/Softball Field	\$0
High School Artificial Turf Stadium	\$0
Exterior Bathrooms	\$0
Refundable Key Deposit	\$0

Class II

(fees shown are per hour unless otherwise noted)

Location	Class II No Lights	Class II with Lights
Elementary School Fields	\$7	\$25
Middle School Fields	\$13	\$35
High School Practice Fields	\$18	\$40
High School Grass - Varsity Baseball/Softball Field	\$25	\$50
High School Artificial Turf Stadium	\$75	\$140
Exterior Bathrooms	\$10/day	\$10/day
Refundable Key Deposit	\$150/day	\$150/day

Class III

(fees shown are per hour unless otherwise noted)

Location	Class III No Lights	Class III with Lights
Elementary School Fields	\$13	\$40
Middle School Fields	\$39	\$60
High School Practice Fields	\$45	\$70
High School Grass - Varsity Baseball/Softball Field	\$50	\$80
High School Grass Football Stadium	\$82	\$165
High School Artificial Turf Stadium	\$125	\$210
Exterior Bathrooms	\$15/day	\$15/day
Refundable Key Deposit	\$150/day	\$150/day

Seasonal Rates for Youth Leagues (18 & younger)

(requires 12 consecutive weeks' rental)

Class I

(fees shown are per hour unless otherwise noted)

Location	Class I
Elementary School Fields – Monday-Friday	\$0
Elementary School Fields – Saturday	\$0
Middle School Fields – Monday-Friday	\$0
Middle School Fields – Saturday	\$0
High School Practice Field – Monday-Friday	\$0
High School Practice Field – Saturday	\$0
High School Varsity Baseball/Softball Fields – Monday-Friday	\$0
High School Varsity Baseball/Softball Fields – Saturday	\$0
High School Artificial Turf Stadium – Monday-Friday	\$0
High School Artificial Turf Stadium – Saturday	\$0
Exterior Bathrooms	\$0
Refundable Key Deposit	\$0

Class II

(fees shown are per week unless otherwise noted)

Seasonal Rates for Youth Leagues (18 & younger) (requires 12 consecutive weeks' rental)	CLASS II	
	Unlit Field	Field w/ Lights
Elementary School Field - Monday-Friday	\$20/wk	\$63/day
Elementary School Field - Saturday	\$12/day	\$63/day
Middle School Field - Monday-Friday	\$25/wk	\$70/day
Middle School Field - Saturday	\$14/day	\$70/day
High School Practice Field - Monday-Friday	\$25/wk	\$70/day
High School Practice Field - Saturday	\$17/day	\$70/day
High School Varsity Baseball/Softball Field - Monday-Friday	\$30/wk	\$75/day
High School Varsity Baseball/Softball Field - Saturday	\$20/day	\$75/day
High School Track - Monday-Friday	\$20/wk	\$78/day
High School Track - Saturday	\$20/day	\$78/day
High School Artificial Turf Stadium - Monday-Friday	\$105/wk	\$100/day
High School Artificial Turf Stadium - Saturday	\$90/day	\$140/day
Exterior Bathrooms - Monday-Friday	\$10/wk	\$10/wk
Exterior Bathrooms - Saturday	\$4/day	\$4/day
Refundable Key Deposit	\$150 per key	\$150 per key

Class III

(fees shown are per week unless otherwise noted)

Seasonal Rates for Youth Leagues (18 & younger) (requires 12 consecutive weeks' rental)	CLASS III	
	Unlit Field	Field w/ Lights
Elementary School Field - Monday-Friday	\$33/wk	\$78/day
Elementary School Field - Saturday	\$20/day	\$95/day
Middle School Field - Monday-Friday	\$37/wk	\$80/day
Middle School Field - Saturday	\$25/day	\$100/day
High School Practice Field - Monday-Friday	\$40/wk	\$80/day
High School Practice Field - Saturday	\$28/day	\$100/day
High School Varsity Baseball/Softball Field - Monday-Friday	\$50/wk	\$90/day
High School Varsity Baseball/Softball Field - Saturday	\$35/day	\$105/day
High School Track - Monday-Friday	\$50/wk	\$95/day
High School Track - Saturday	\$40/day	\$110/day
High School Artificial Turf Stadium - Monday-Friday	\$116/wk	\$135/day
High School Artificial Turf Stadium - Saturday	\$110/day	\$190/day
Exterior Bathrooms - Monday-Friday	\$15/wk	\$15/wk
Exterior Bathrooms - Saturday	\$6/day	\$6/day
Refundable Key Deposit	\$150 per key	\$150 per key

XII. Links to On-Line Forms

(To access each form, click on the web address below)

Permit for Use of School Facilities

PERMIT FOR USE OF SCHOOL FACILITIES
 PVSchools Community Education Department - www.pvschools.net/facilities
 1001 S. Dixie St., Phoenix, AZ 85026-1802 480-220-6400 480-220-6426

Permit # _____ Today's Date (3 business advance notice required) _____

School Requested _____ CLASS CLASS II CLASS III

Name of Organization _____

Please Complete the following information:

Please note: You will be asked to bring liability insurance to school events. This fee will be used to offset personal liability.

Room(s) Requested please enter Classroom Media Center Gym Cafeteria Conference Room Other _____

Special Requested (overhead projector) _____ through _____ Estimated No. attending _____

Additional Card(s) if any: _____

Day(s) Requested please select day(s) of week: Su M Tu W Th F Sa Hours from _____ am/pm to _____ am/pm

Name of Activity _____ Participant fee \$ _____ if applicable _____

Is this a school-related event? Yes No (this is an event)

Is this part of your event? Yes (bring in other facilities from PVSchools Community Education Department) No

Special equipment Yes No (if yes, please list _____ if applicable, then attach a liability waiver from the manufacturer)

Continuation Yes No
 Description of above indicated dates (include holidays or dates not used): _____

USE OF FACILITIES RULES AND REGULATIONS

No 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 PVSchools as additional insured and a certificate holder. The user is required to have their insurance indicated as primary to any other available insurance existing out of the use of the facilities. The certificate covers all areas of District property that are accessible to the user and its partners, including facilities, buildings and/or areas in which access cannot be limited. Evidence of insurance shall be required with District registration prior to approval of use of facilities. The District 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 () _____ State _____ E-mail _____

Person responsible (official representative of organization) _____

Telephone (Work) () _____ Cell () _____ State _____ Home () _____

Billing Address _____ City _____ State _____ Zip _____

We require a non cancellation notice. A \$20 processing fee will be charged for cancellations or multiple date changes. Please read the reverse side carefully before signing. Multiple date use may require a \$200 deposit of non-refundable fee. Fees must be paid at receipt of invoice. Signatures of the Organization Representative indicates agreement with 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 at school grounds, as found in the facilities handbook. The signature by the Community Education Administration indicates approval of the request as listed.

Signature of Representative of Organization _____ Date _____

Signature of Community Education Administration _____ (Signature of administrator indicates availability of the facilities and no continuation fee approved)

Indemnified on only: Yes No School Administration Continuation

CE Environment Continuation on Duty _____ Date _____

https://resources.finalsite.net/images/v1748899242/pvschoolsnet/vnometq6rshmqsg9w8oc0m/Permit_School_Facilities.pdf

Permit for Use of Outdoor School Facilities

PERMIT FOR USE OF OUTDOOR SCHOOL FACILITIES
 PVSchools Community Education Department - www.pvschools.net/facilities
 1001 S. Dixie St., Phoenix, AZ 85026-1802 480-220-6400 480-220-6426

Permit # _____ Today's Date (3 business advance notice required) _____

School Requested _____ CLASS CLASS II CLASS III

Name of Organization _____

NOTE: Use of arenas dates including single day use. Fields are not available for regular use on Sundays. Spring Season runs from January through June. Fall Season runs from July through December. Spring allocation approved after October 1st. Fall allocation approved after May 1st. You may only request within one season's.

Please Complete the following information:

SCHOOL/FIELD	Dates Requested	DAYS NEEDED	START TIME	END TIME
/ /	/ /	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su	_____ am/pm	_____ am/pm
/ /	/ /	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su	_____ am/pm	_____ am/pm
/ /	/ /	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su	_____ am/pm	_____ am/pm
/ /	/ /	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su	_____ am/pm	_____ am/pm
/ /	/ /	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su	_____ am/pm	_____ am/pm

A persons' charge of \$25.00 per hour is applied with a 2-hour minimum.

No 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 PVSchools as additional insured and a certificate holder. The user is required to have their insurance indicated as primary to any other available insurance existing out of the use of the facilities. The certificate covers all areas of District property that are accessible to the user and its partners including facilities, buildings and/or areas in which access cannot be limited. Evidence of insurance shall be required with District registration prior to approval of use of facilities.

Representative's Name _____ Position _____

Address _____ City _____ State _____ Zip _____

Block Phone () _____ Cell () _____ Rep's Email _____

Treasurer's Name _____ Team, Contact No. () _____

Billing Address _____ City _____ State _____ Zip _____

Please read the reverse side carefully before signing. All involved fees must be paid at receipt of invoice. This form does not get approval for the fields you have requested. Signature of the Organization Representative indicates agreement with all provisions as listed on reverse side, and the printed rules and regulations of the District concerning public use of school facilities and conduct at school grounds, as found in the facilities handbook. The signature by the Community Education Administration indicates approval of the request as listed. A 20% deposit of non-refundable fee is due by the date after the first scheduled use of the arenas. The cancellation of arena charges is at the discretion of the organization or the requestor only. Changes based on approved scheduled use, can be a not given for unused days, including rain-outs. A representation of the organization 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.

PLEASE NOTE: A school always has first priority and a user group may be required to relocate.

Signature of Representative for Organization _____ Date _____

Signature of School Administrator or AD _____ Date _____

Signature of Community Education Administration _____ Date _____

Indemnified on only: Equipment please list _____ Personnel (personnel list)

Security Continuation Locker Rooms

Trees/limb Any Deposit Instructors

Continuation Lights Special Equipment

Continuation on Duty School Administration Athletic Director Continuation _____ Date _____

https://resources.finalsite.net/images/v1748893927/pvschoolsnet/zbmhohavoe2tmbfddm4/Permit_Outdoor_School_Facilities.pdf

Facility Use Agreement



FACILITY USE AGREEMENT
 PVSchools/Community Education Center at Pecos Middle School
 1002 N. 32nd St., Pecos, AZ 85622-1802-489-2284 or 802-449-2216

Paradise Valley Unified School District, hereinafter referred to as "DISTRICT", and _____ hereinafter referred to as "OCCUPANT" hereby enter into the following agreement regarding the use of PVSchools facility fields, hereinafter referred to as the "FACILITY" (HEREINAFTER DISTRICT owns and controls FACILITY).

WHEREAS, OCCUPANT desires to use FACILITY for use on an occasional basis as a meeting space, and;

HIGHER DISTRICT agrees to allow;

A. Consent of FACILITY: OCCUPANT agrees to the following terms regarding use of the FACILITY during its use under this agreement:

- OCCUPANT shall take good care of the FACILITY and any equipment used or furnished located therein.
- OCCUPANT shall leave FACILITY at all times in its good order and condition as existed prior to OCCUPANT's use thereof, normal wear and tear excepted.
- OCCUPANT shall not consume or allow to be consumed any waste or refuse in or about the FACILITY or subject the FACILITY to any use that would damage any portion of the FACILITY.
- OCCUPANT shall not permit any use of the FACILITY that would violate or negatively impact the terms of the insurance coverage for the FACILITY required under the Agreement.
- OCCUPANT shall not allow a number of persons in any part of the FACILITY at any time in excess of the legal or posted capacity thereof.
- OCCUPANT shall not permit any fire, smoke or smoking in any part of the FACILITY without the prior written consent of the DISTRICT.

B. Compliance with Applicable Law: When using the FACILITY on any part thereof, OCCUPANT agrees to comply with all applicable federal, state, and municipal laws and regulations, and the DISTRICT's policies and procedures pertaining to the use and occupancy of the FACILITY. OCCUPANT shall not use or allow any part of the FACILITY to be used for any unlawful purposes.

C. Facility Provided "As Is": OCCUPANT understands and agrees that the DISTRICT does not, and will not, warrant the suitability or safety of the FACILITY, any of its contents, for the specific purposes for which OCCUPANT intends to use it or for any purpose. As such, OCCUPANT accepts full responsibility for maintenance of the FACILITY as presented.

D. Scheduling: When OCCUPANT wants to use all or any part of the FACILITY, OCCUPANT shall provide written notice to the DISTRICT at least 21 days in advance. The notice shall set forth which part of the FACILITY to be used and the exact dates and times OCCUPANT desires to use or occupy the FACILITY. OCCUPANT shall confirm the date, time, and function by follow-up telephone call to the DISTRICT. The confirmation shall occur at least fourteen (14) days prior to the intended use. OCCUPANT has not scheduled and confirmed to use the FACILITY pursuant to the terms of this provision. DISTRICT may then use or permit others to use the FACILITY or any part thereof at its sole discretion.

For scheduling purposes pursuant to this provision only, OCCUPANT shall provide notice to the following DISTRICT representative:

Director of Community Education
 1002 N. 32nd St.
 Pecos, AZ 85622
 Phone: 802-449-2284
 FAX: 802-449-2216

E. Compensation: OCCUPANT shall compensate DISTRICT for use of the FACILITY according to the fee schedule and classification listed on the Permit Form.

F. Terms: The terms of this Agreement shall commence on _____ and end on _____, for a period of _____ years from start date, at which time OCCUPANT's ability to use the FACILITY under the terms of this Agreement shall automatically expire unless otherwise extended by the DISTRICT in writing in the DISTRICT's sole and absolute discretion.

G. Insurance: Pursuant to A.R.S. § 15-1105 et seq., OCCUPANT agrees to procure at its expense, and maintain during the term of this Agreement, a policy of general liability insurance against claims for bodily injury, death, and property damage occurring in connection with OCCUPANT's use of any part of the FACILITY under the FACILITY's control. The insurance shall name the DISTRICT as an additional named and/or primary insured and contribute to any coverage maintained by or on behalf of the DISTRICT. The insurance shall have minimum limits of \$1,000,000 per occurrence. OCCUPANT shall provide DISTRICT with a certificate showing that conforming insurance coverage is in effect throughout the term of this Agreement at least 14 days before the first scheduled use of the FACILITY.

H. Liability and Indemnity: OCCUPANT agrees to conduct its activities in the FACILITY in a careful and safe manner. As a material part of the consideration to the DISTRICT, OCCUPANT hereby agrees to hold the DISTRICT harmless from all claims for damage to, loss of, theft of property and/or death or personal injury to any person or occupancy of any part of the FACILITY from any cause whatsoever, including when caused in whole or in part by OCCUPANT. Furthermore, OCCUPANT hereby waives all claims against DISTRICT.

https://resources.finalsite.net/images/v1750975737/pvschoolsnet/raobldmngvrwgqxjj3/Facility_Use_Agreement.pdf

Permit for Use of School Auditoriums



PERMIT FOR USE OF SCHOOL AUDITORIUMS
 PVSchools/Community Education Center at Pecos Middle School
 1002 N. 32nd St., Pecos, AZ 85622-1802-489-2284 or 802-449-2216

Today's Date: (3 weeks advance notice required) _____ Permit # _____

Auditorium Requested (select one): AUDITORIUM NORTH CARTON PARADES RILEY FINANCE SHARON WORTHEN

As a result of: CLASS PASS CLASS II

Name of Organization: _____

Nature of Activity (Meeting/Concert/Theatrical Production): _____

Estimated Number of Performers: _____ Estimated Size of Audience: _____

Date	Day	Set-up start (pm-5:00 PM)	Rehearsal start (pm-6:00 PM)	House opens (pm-7:00 PM)	Performance start (pm-7:30 PM)	Load-out start/end

Additional Rooms/Day & Time

Day	Room	From	Performance to	Load-out to

Billing Address: _____ Email Address: _____

City: _____ State: _____ Zip: _____ Business Phone: () _____

Contact Name #1: _____ Phone Cell: () _____

Contact Name #2: _____ Phone Cell: () _____

Signature below indicates agreement with regard to listed, all provisions as listed on reverse side, and the printed name and signature of the District representative who will be the contact for all questions, notices, and/or cancellations regarding this permit and the Auditorium Handbook. The Auditorium Handbook is available at www.pvschools.net/auditorium-handbook.

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.

Signature of Authorized Representative of Organization: _____ Date: _____

Signature of School Administrator: _____ Date: _____

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

Signature of Community Education Administrator: _____ Date: _____

A completed **Event Equipment Request** must accompany this form to detail the specific needs for your event.

FOR OFFICE USE ONLY

Scan: _____ cc: School Administration Curriculum HR _____

Date: _____

https://resources.finalsite.net/images/v1747952906/pvschoolsnet/uhggyj31xz0idud8q/Permit_School_Auditoriums.pdf

2025 PVUSD Governing Board

- Anne Greenberg** President
- Sandra Christensen** Member
- Amanda Lim** Member
- Tony Pantera** Member
- Jessica Wani** Member
- Dr. Todd Cummings** Superintendent



Community Education Department

Community Resource Center
15032 N. 32nd Street • Phoenix, AZ 85032
(602) 449-2200
Office Hours: Monday – Friday, 8:00 am–4:30 pm