



The Humboldt Schools.
Motivating achievement since 1906.

COMMUNITY
FACILITIES
USE PACKET



Facility Use Request

Name of Organization _____ Representative Person _____ Date _____

Daytime Phone: _____ Cell Phone: _____ Fax: _____

Mailing Address: _____ City: _____ Zip: _____
(business or home)

Email Address: _____

Facility Location of Event: _____ Estimated # of Attendees: _____ Children _____ Adults

Description of Activity/Event: _____

Dates/Days Requested _____ Time needed: _____

FACILITY REQUESTED: (Please check the appropriate boxes)

- Auditorium
- Basketball Court – Outside
- Practice / Soccer Field
- Softball Field
- Main Gymnasium
- Auxiliary Gymnasium
- Other _____
- Conference Room
- Baseball Field
- Cafeteria w/ Kitchen
- Cafeteria w/o Kitchen
- Artificial Turf Football Field
- Classroom # of rooms _____
- Grass Football Field
- Parking Lot
- Library
- Softball Field
- Tennis Court
- Track

FACILITY NEEDS (SET-UP): _____

Please initial to indicate that you understand/agree to the following:

- _____ I/We must supply proof of general liability insurance no less than \$1 million and naming HUSD as additional insured.
- _____ That a \$200 security deposit may be due upon signing of the contract (Please make checks payable to Humboldt Unified School District.
- _____ That full payment of contract is due 10 business days prior to the event date.
- _____ That a late fee of 5% of contract amount or \$50, whichever is greater will be assessed if full payment is not received by close of business 10 days prior to the event date.
- _____ That the contract is null and void if full payment and late fee (if applicable) is not received by close of business 3 business days prior to the event and that the \$200 security deposit will be forfeited.
- _____ I am in receipt of or have previously received a copy of the HUSD Facilities Use Policies, and have read and understand those policies.

By signing or typing your name in this form you acknowledge and agree to the following:

I, THE AUTHORIZED REPRESENTATIVE, have read the policy regulations pertaining to the use of the Humboldt Unified School District facilities and agree to abide by them. I further agree to procure and maintain a policy of general liability insurance in any amount or not less than one million dollars (\$1,000,000), single limit against claims for bodily injury, death and property damage occurring in connection with rental Organizations' use of any portion of the facilities; naming Humboldt Unified School District as additional insured and provide evidence of such before the date of facility use. All applicants for use of District facilities shall hold harmless and indemnify the District from any loss, damage or liability that may arise from or be caused by the negligence of the applicant, except that arising out of the sole negligence of the District. The Humboldt Unified School District Facilities Use Policies and Procedures Manual is incorporated as part of this agreement. This agreement may be revoked by the Humboldt Unified School District Governing Board if the rental organization fails to obey all policy regulations of the District

Authorized Representative Signature: _____ Date _____

FOR OFFICE USE ONLY

Internal Activity: Yes No Approved Declined Reason for Decline: _____

Indicate number of staff required: _____

_____ Custodial Total # of Hours _____ Cafeteria Manager Total Number of Hours _____

_____ Security Total # of Hours _____ No Charges to group

Comments/Special Circumstances; _____

Site Administrator _____ Signature: _____ Date: _____

HUMBOLDT UNIFIED SCHOOL DISTRICT N. 22

Community Use of District Facilities Procedures

The Governing Board and administration of Humboldt Unified School District wish to encourage the use of the District's facilities by the community. The safety of persons attending community events, the maintenance of building and athletic fields, and compliance with legal requirements are essential parts of any facilities use. The following procedures have been created to assist both the community and the District's staff in insuring the best experience possible for all.

General

- All community requests for use of Humboldt Unified School District facilities shall be submitted on the proper forms at least 14 days prior to the event. Requests shall include a Certificate of Liability Insurance coverage with the District named as the additional insured.
- The establishment of new rules, regulations and/or rates will apply to all users once implemented. Requests for uncompensated use or an exchange of goods or services will be handled on a case by case basis and should be submitted in writing to the Superintendent or his designee by the site administrator. All such requests will require approval by the Superintendent or his designee.
- Requests for services above and beyond regular custodial requirements must be indicated at the time of request and set-up fees may be assessed. Such requests may require additional custodial fees.
- A representative from the community organization is asked to assist in the completion of an opening and closing check list, in conjunction with the assigned custodian, to determine the condition of the facility prior to and following their use.
- District computers are not available for community use.

Key-Control Policy

The issuance of keys to facilities is discouraged. However if no alternative is suitable, it shall be the responsibility of the site administrator or designee to assign and log the issuance of keys. A \$500 refundable deposit will be required prior to any issuance and keys must be returned within 72 hours following the event.

Classrooms

- Requests for special set-up must be indicated at the time of request and set-up fees may be assessed. Additional custodial fees may also apply.
- Additional fees may apply if special equipment is requested.

Cafeteria/Kitchen

- If the use of the kitchen or kitchen equipment is requested, a Food and Nutrition employee must be present for the event. An hourly fee will be charged for the employee.
- Requests for special set-up must be indicated at the time of request and set-up fees may be assessed. Additional custodial fees may also apply.
- Additional fees may apply if special equipment is requested.

Library/Multi-Purpose rooms

- Requests for special set-up must be indicated at the time of request and set-up fees may be assessed. Additional custodial fees may also apply.
- Additional fees may apply if special equipment is requested.

HUMBOLDT UNIFIED SCHOOL DISTRICT N. 22

Auditorium

- A minimum refundable deposit of \$500 is required for any use of the auditorium
- Additional fees may apply if special equipment is requested.
- A District technician, either adult or an approved student, shall be required for any use of the sound system or stage lighting of the auditorium at Glassford Hill Middle School. Additional fees may apply.
- Requests for special set-up must be indicated at the time of request and set-up fees may be assessed. Additional custodial fees may also apply.

Athletic Fields/ Gyms

- A District technician, either adult or an approved student, shall be required for any use of the press box/public address system at the football stadium. Additional fees may apply.
- Requests for field marking must accompany the request and additional fees may apply.
- Requests for special set-up must be indicated at the time of request and set-up fees may be assessed. Additional custodial fees may apply.

Concession Stand

- Requests for use of concession stands that may include the sale or distribution of unwrapped food products requires the supervision of at least one person who holds a valid Food Handlers Card issued by the Yavapai County Health Department. A copy of at least one such card must be provided at the time of the request.
- Additional fees may apply if special equipment is requested.

Custodial

- A District employee, per Board Policy Exhibit KF-EA, must be on site and available whenever a school building is used by an organization. Fees for custodial coverage will be assessed for the entire time of the event unless other arrangements have been approved prior to use or the event is scheduled during regular custodian work hours and the site administrator determines that a separate event custodian is not required.
- District employees, who are associated with the requesting organization, may be given permission to provide the custodial services. The organization would not be charged the custodial fee and the employee would not receive any payment from the District. This person must be identified, in writing, prior to the use as the one accepting responsibility for the facility. All custodial requirements including the opening and closing check list would be the responsibility of the employee.

EXHIBIT

EXHIBIT

COMMUNITY USE OF SCHOOL FACILITIES

An applicant requesting the use of school facilities agrees to comply with the following rules and the district policy concerning conduct on school property if granted permission to use the requested school facilities.

- All community group activities, including preparations, must be conducted in such a manner that students can continue their educational programs without undue interruption.
- An employee of the Board must be on duty whenever a school building is used by an organization or group unless prior approval for other arrangements has been granted.
- The applicant is held responsible for the preservation of order. All children attending or participating in the event or activity must be supervised by responsible adults.
- No alcoholic liquors or beverages shall be brought to or consumed in the buildings or on the grounds.
- Tobacco and smoking is prohibited on school property.
- Putting up decorations or scenery or moving pianos or other major furniture is not allowed without prior permission.
- Nothing shall be 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.
- All groups must provide the District with documentary evidence of liability insurance with a limit of at least ten thousand dollars (\$10,000) for property damage and one million dollars (\$1,000,000) for bodily injury. Each group will be responsible for the repair or replacement of damaged equipment, furniture, or facility.
- 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.

- All wages earned by district employees on duty for approved facilities use shall be paid by the District. No District employees shall be paid directly by any group using the facilities.
- 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.
- 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 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. A cash deposit of five hundred dollars (\$500) will be required for the use of keys to any school facility.
- 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.
- All activities must be conducted within the laws, rules and regulations of the State of Arizona and applicable municipal subdivisions.
- Requests for future use may be denied to an organization that fails to comply with established rules.

I have read the rules and regulations governing the Community Use of School Facilities and agree to abide by those rules and regulations.

Please *print* name: _____

Signature: _____ Date: _____

THIRD-PARTY LIABILITY INSURANCE

The policy available through Entertainment Brokers International (EBI) has a \$1,000 deductible for bodily injury/property damage on a per-claim basis, which the occupant is responsible for in the event of a claim. The occupant should follow the facility use procedures established by the member district, and all fees must be paid in advance of facility use by VISA or Mastercard credit/debit card. (The policy premium is based on the risk associated with the event or activity; the number of days utilized; the number of participants; and any special requirements, including alcohol liability, food service, etc.)

Occupants may purchase coverage directly through the EBI Web site: <https://www.ebi-ins.com/tulip/>. Once payment is completed via the Web site, coverage is bound, and a certificate of insurance is issued to the insured, the member district, and the Trust via email.

To obtain a copy of the general liability policy or to see a list of policy exclusions, please go to <https://www.ebi-ins.com/tulip/> or contact EBI at 800-507-8414 (8:30 a.m.–5:00 p.m. PST, Monday–Friday).

Both the district and the occupant should note the following points about the available third-party liability coverage:

1. EBI reserves the right to deny coverage to any organization that does not meet the underwriting criteria set for the facility use program.
2. The terms and conditions of the member district's policy supersede this handbook and will apply to any and all facility use contracts.
3. EBI will not cover bodily injury, or medical expenses resulting from such bodily injury, to any person injured while practicing for or taking part in any athletic or sports contest or exhibition that is being held at the member district and is described in the coverage summary.