



REQUEST FOR USE FORM

3-202 Facility Use

Name of Organization:

Today's Date:

Representative of Organization
(preferably President):

Title:

Home Phone:

Work Phone:

Other:

Mailing Address

(including City and Zip code):

E-mail Address: Pick One:

Please visit Community Education on the Kyrene website to complete the Facility Request Form.

Fine Print:

- Requests to use Kyrene facilities must be initiated seven (7) business days prior to requested date.
- A copy of the organizations (or private individual) certificate of liability insurance listing "Kyrene School District" as additionally insured for each use of District facilities. The amount per occurrence is one million dollars (\$1,000,000). Our address is: 8700 South Kyrene Road, Tempe, AZ 85284
- A signed copy of the Use Agreement is required for all reservations.
- All rental fees must be paid in full five (5) business days prior to the event. Reoccurring groups in good standing, will be billed monthly for the previous month's usage.
- A two hundred fifty-dollar (\$250) damage deposit is due upon signed agreement.
- Cancellations must be made five (5) business days in advance. Failure to provide adequate notice of cancellation will result in a twenty-five-dollar (\$25) penalty fee per occurrence. Cancellations can be made by submitting a Cancellation Request Form.
- Changes to a reservation must be made five (5) business days in advance. Requests not made five (5) business days in advance will not be made. Requests for revisions can be made by submitting a Change of Request form.
- Facility Custodial/Ranger fees will apply based on reservation/campus needs at twenty-seven to thirty dollars (\$27.00-\$30.00) per hour. A minimum of two (2) hours will apply per event for opening/closing and cleaning. Indoor and unsecured campuses will be charged the Facility Custodial/Ranger fee for the duration of the event, plus two (2) hours for custodial after the event.
- Indoor events will incur a forty-five-dollar (\$45.00) utility fee unless user indicates that heating, ventilation, and air conditioning (HVAC) is not needed.

Learn more about Kyrene Facility Rentals by visiting our webpage at kyrene.org/communityed. Please allow up to seven (7) business days to process your request. Questions? Contact 480- 541-1534.