



Community Use
of
School Facilities Handbook

Rules Guidelines Fees

TABLE OF CONTENTS

- I. Introductionpg. 3
- II. Leasing/Renting.....pgs. 4-5
- III. Request for Facilities Usage.....pgs. 6-7
- IV. Rental Classifications.....pgs. 8-9
- V. Rental Facility Use Fee Schedule.....pgs. 10-11
- VI. Request for Use of School Facilities Applicationpgs. 12-13
- VII. Usage Agreementpg. 14

Introduction

The Balsz School District believes that the public schools are owned and operated by and for its patrons and that the schools become an integral part of the community in terms of its intellectual and social expression and development. To this end, the Governing Board encourages the public use of school facilities in accordance with applicable laws and District polices and regulation **with first consideration given to the needs of the sites within the School District.**

If you have any questions, please do not hesitate to contact the Facility Rentals Department at 602-629-6485 or, email MRangel@balsz.org

**KF ©
COMMUNITY USE OF
SCHOOL FACILITIES**

Leasing/Renting

School facilities and property may be leased to extended day resource programs and any person, group or organization for any lawful purpose in the interest of the community. The purposes include but are not limited to the following:

- | | |
|------------------|---------------------|
| A. recreational, | G. scientific, |
| B. educational, | H. social, |
| C. political, | I. religious, |
| D. economic, | J. other civic, |
| E. artistic, | K. or governmental. |
| F. moral, | |

A reasonable use fee shall be charged for the lease of school facilities and property and this fee may be offset by goods contributed or services rendered by the lessee. "Reasonable use fee" means an amount that is at least equal to the cost for utilities, services, supplies or personnel provided to the lessee pursuant to the terms of the lease.

Uncompensated Use

The Superintendent may permit the uncompensated use of facilities and property by any school related group, including student political organizations, or by any organization whose membership is open to the public and whose activities promote the educational function of the District. "Education function" means uses that are directly related to the educational mission of the District as adopted by the Board and includes the educational mission related uses of parent - teacher organizations, youth organizations and school employee organizations. Use of facilities or property by organizations indicated above that will require a substantial District cost for utilities, services, supplies and/or personnel may be permitted only if goods contributed, services rendered or payments are made to reimburse these costs to the District.

The mission of the District is found in section A of the policy manual (see cross referenced policies below). The mission statement and the group's or organization's promotion of the educational function through the activity, as interpreted by the Superintendent in good faith, will be the basis upon which uncompensated use of District facilities and property shall be approved or denied.

Generally

The Superintendent shall annually recommend a fee schedule to the Board for the lease of school property and such schedule shall include a procedure for determining the value of goods and services being provided as compensation for the use of school property. The schedule shall include a designation of those groups whose activities promote the educational function of the School District as determined in good faith by the Superintendent and presented for Board review.

Property not associated with the use of facilities is covered in section E of the policy manual (see cross referenced policies below). The District will use its best efforts to avoid conflicts with approved use of the facilities and property but no lease or use provision shall be effective if the administrator of the facility finds that it would cause delay, cancellation, or rescheduling of a school-sponsored activity.

Proof of liability insurance shall be required for the use or lease of school property pursuant to A.R.S. [15-1105](#). The School District and its Governing Board, employees, and agents shall be named an additional insured under the liability insurance policy during the use of the facilities and property.

The School District and its employees, including the Governing Board, Superintendent or Chief Administrative Officer, are immune from civil liability with respect to all decisions made and actions taken to allow the lease or use of school property, unless the School District or its employees are guilty of gross negligence or intentional misconduct. This does not limit any other immunity provisions that are prescribed by law.

The Superintendent shall establish such rules and regulations as are needed to implement this policy as well as to assure the preservation of District property.

The lessee of school facilities must affirm knowledge of and enforce the requirements and restrictions set out in Chapter 28.1 of A.R.S. Title 36 related to medical marijuana.

The lessee of school facilities to be used for athletic activities must confirm knowledge of and compliance with the requirements and restrictions for such use as set out in Board Policy JJIB.

Request for Facilities Usage (KF-RA)

Requests for community use of facilities shall be placed with the District at least two (2) weeks prior to the requested date(s) of use.

The District shall review the submitted request form to ensure the applicant has completed the necessary information. The Superintendent may permit the uncompensated use of facilities and property by any school related group, including student political organizations, or by any organization whose membership is open to the public and whose activities promote the educational function of the District.

If approval is granted by the District and the building administrator:

- A. The District will notify the applicant and building administrator of the approval, and conditions (if any) imposed, or the denial of request and reason for denial.
- B. If costs are involved, payment is required prior to the requested date of use.
- C. Unless waived by the District when use is in conjunction with a District activity, groups must provide the District with documented evidence of liability insurance is required before the event can be scheduled and shall have minimum limits of one million dollars (\$1,000,000) per occurrence against claims for bodily injury, death, and property damage and name the Balsz Elementary School District No. 31 (4825 East Roosevelt Street, Phoenix, Arizona, 85008) as the certificate holder and additional insured.
- D. The District requires a security deposit of one hundred dollars (\$100) prior to the use of facilities.
- E. The security deposit will be forfeited if the district does not receive a cancellation notice within forty-eight (48) hours of the event. The security deposit will be credited toward any fees due or may be refunded to exempt organizations.

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

- A. All community group activities, including preparations, must be conducted in such a manner that students can continue their educational programs without undue interruption.
- B. An employee of the District must be on duty whenever a school building is used by an organization or group unless prior approval for other arrangements has been granted.
- C. 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.

- D. Putting up decorations or scenery or moving pianos or other major furniture is not allowed without prior permission.
- E. A special use permit must be obtained from the Arizona Department of Liquor for requests to serve alcohol. The permit must include event details and be submitted to the District for approval, prior to submitting the request.
- F. Tobacco and smoking is prohibited on school property.
- G. Comply with all applicable requirements of The Arizona Medical Marijuana Act.
- H. 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.
- I. The School District and its employees, including the Governing Board, Superintendent or Chief Administrative Officer, are immune from civil liability with respect to all decisions made and actions taken to allow the lease or use of school property, unless the School District or its employees are guilty of gross negligence or intentional misconduct. This does not limit any other immunity provisions that are prescribed by law.
- J. 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.
- K. 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.
- L. The issuance of keys to facilities is to be discouraged. However, if no alternative is suitable, it shall be the District's responsibility to issue and retrieve facility keys according to the District key-control procedures.
- M. 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.
- N. Confirm knowledge of and commitment to comply with the requirements and restrictions for use of facilities for athletic activities as set out in Board Policy JJIB.
- O. All activities must be conducted within the laws, rules and regulations of the State of Arizona and applicable municipal subdivisions.
- P. Requests for future use may be denied to an organization that fails to comply with established rules.

Renter Classifications (KF-RB)

Classification of Rental Users

The renter of a District school or facility shall be subject to a rental fee depending on the classification of the renter. The classifications and categories of fee rentals are as follows:

Class I. This category of user is exempt from facility rental fees, but subject to all personnel, insurance and other out-of-pocket costs incurred by the District, including utility and/or custodial fees. This class includes:

A. 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 (when conducting regular meetings), et cetera. Volunteer groups conducting activities for District school-age children will include Boy Scouts of America, Girl Scouts of America, and Camp Fire. Also included are athletic leagues, region and state activities, school-sponsored class reunions, and State music organizations in which District students are involved.

B. Units or elected officials of federal, state, and local government, or local civic groups, including homeowner and neighborhood associations, when conducting community or official business within the District. This includes the Parks and Recreation Department of the City of Phoenix for which reciprocal agreements have been executed as well as the Arizona Department of Education and the Maricopa County for training sessions and elections.

C. 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. If the class is designed for District staff, but outside parties attend because of limited available openings, the function will not be subject to rental fees.

Class II. This category of user is for nonprofit organizations whose academic or recreational activities directly serve District school-age students. This category of user is also subject to all personnel and other out-of-pocket costs incurred by the District, including utility and/or custodial fees. Included in this class are:

A. Youth organizations such as Y.M.C.A., community sports leagues and national or state athletic organizations (i.e., Basketball Congress, Olympic training groups, et cetera).

B. Nonprofit performing arts groups, if located within the District and serving District students.

Note: If the activities of the above groups do not involve District school-age students, Class III, nonprofit rental rates apply.

Class III. This category of user is for all individuals or nonprofit organizations where the use of facilities does not meet the conditions for Class II rental rates. Included in this class are:

- A. Community organizations such as Rotary, Thunderbirds, Kiwanis, Jaycees, et cetera.
- B. Units of federal, state, and local government, or local civic and homeowner groups, when their use of the facility is not community or official business (i.e., fund-raisers, fee activities, sponsoring another group where that group would be subject to a rental fee schedule, et cetera).
- C. Nonprofit groups (other than public community colleges or universities) conducting any in-service or job training classes to the general public, and the classes are not solely for District staff.
- D. Political organizations or elected officials, when their activities are not exclusively for community information purposes.
- E. National or state educational or employee organizations. If activity is to be hosted by the District and approved by the responsible administrator, no rental fee will be charged.

Note: Classrooms, computer rooms, and media center are not available unless trained District staff are present.

Class IV. This category of user is for all commercial, profit-making individuals and organizations, regardless of the purpose for their use of facilities.

Any activity of a profit-making organization for the purpose of donating all profits or proceeds to the District, or a public charity, will not be charged the rental fee rate from their Class IV schedule.

FACILITY RENTAL FEE SCHEDULE OF HOURLY RATES (KF-EB)

Areas	Class I	Class II	Class III	Class IV
Classroom	\$ 0	\$ 25.00	\$ 30.00	\$ 50.00
Office Space	\$ 0	\$ 35.00	\$ 40.00	\$ 60.00
Multipurpose room (w/o kitchen)	\$ 0	\$ 96.00	\$100.00	\$110.00
Media center/Library	\$ 0	\$ 52.00	\$ 60.00	\$ 70.00
Computer Lab	\$ 0	\$ 52.00	\$ 60.00	\$ 70.00
Gymnasium	\$ 0	\$ 96.00	\$100.00	\$ 110.00
Conference Center*	\$ 0	\$ 50.00	\$ 55.00	\$ 60.00
Conference Board Room*	\$ 0	\$ 50.00	\$ 55.00	\$ 60.00
Other special room	\$ 0	\$ 35.00	\$ 40.00	\$ 60.00
Sports Field	\$ 0	\$ 10.00	\$ 20.00	\$ 40.00
Sports Field Lighting	\$ 0	\$ 5.00	\$ 7.50	\$ 15.00

Note: If the requested use of facilities is after hours, utilities and custodial fees may be charged.

* Conference Center pricing is per section (A, B, or C). Rental fees for the entire conference center is the listed amount above multiplied three (x3). *Example:* Class II for all sections equals one hundred fifty dollars per hour (\$150/hour). A refundable cleaning deposit in the amount of one hundred dollars (\$100) will be required for use of the spaces in the Community Center.

Hours of Operation:

Business Hours: 7:30 a.m. - 4:00 p.m.

After Hours: 4:00 p.m. - 9:00 p.m.

Weekend Hours: 7:30 a.m. - 9:00 p.m.

Personnel Fee Schedule

Personnel Type	Rate for Regular Hours	Rate for After Hours
Custodian/IT	\$ 30.00	\$ 45.00

Note:

- A. All after hour requests with personnel required on Saturday, Sunday, holidays, or other days when facilities are normally closed, will be charged a minimum of two (2) hours.
- B. All hours for personnel fees will be computed to the closest hour.

Goods and Services Contributed

A person, group or organization may contribute goods or render services as full or partial payment of the user fee. The value of the goods will be determined by the District based upon established market price, trade in value, posted prices or where these methods prove impractical, appraisal or barter may be employed so long as the procedure is advantageous to the District. The value of services rendered shall be based upon the hourly wages of a beginning employee of this or another Arizona School District performing similar functions as determined by the District. Should disagreement between the contributor and the District occur as to the value of the goods or services offered, the District reserves the right to refuse to accept the offer.

REQUEST FOR USE OF SCHOOL FACILITIES (KF-EA)

Name of Event: _____

Name of Organization/Group: _____

Address: _____

Contact Name: _____ Phone: _____

Emergency Contact Name: _____ Phone: _____

Dates of Requested Use

For requesting a one-time event:

Date of Event: _____

Start Time: _____ End Time: _____

Requesting Use of (location): _____

Specify location (indoor/outdoor fields): _____

For requesting multiple events (may attach an event calendar with dates):

Dates of Events:

Month(s): _____

Day(s) of the Week: _____

Start Time: _____ End Time: _____

Requesting Use of (location): _____

Specify location (indoor/outdoor fields): _____

Event Details:

Community/Public Event Private Event

Number of event participants _____ (if public event, enter approximate number)

If event participants are charged, the proceeds will be used for:

Set up Need Details:

Number of Tables: _____ Rectangular tables Round tables

Number of Chairs: _____

Podium Projector A/V

Custodial services needed * (the rental fee will include custodial or school personnel services, utility costs and equipment usage, if applicable)

Requests shall be submitted at least two (2) weeks prior to the event date(s).

If the request is approved, the District will send a quote for charges and a minimum non-refundable deposit in the amount of one hundred dollars (\$100) along with documented liability insurance will be required for all requests.

Liability insurance documentation is required before the event can be scheduled. If no liability insurance documentation is presented, the requested facility will not be available, even if the event fees have been paid.

By signing below, it is understood that all rates, as well as other conditions stipulated, and proof of liability insurance is required.

Requestor Signature

Date Submitted

FOR DISTRICT USE ONLY

Group Classification: Class I Class II Class III Class IV

Building Administrator:

Recommended for Approval

Not recommended for Approval Reason: _____

Insurance Certificate provided

Deposit Collected

District Representative: Approved Signature: _____

Date of Approval: _____

Base Charge: _____

Additional Fees: _____ Field Lighting Custodial IT

Total: _____

Usage Agreement

_____ I have read and will comply with the guidelines listed in the BESD Facility Use Handbook.

_____ I have reviewed the Facility Rental Fee Schedule of Hourly Rates.

_____ I have read and will comply with the AZ Concussion Law LEGAL REF: A.R.S 15-341 15-802 (if applicable)

_____ I understand that a policy of General Liability Insurance Coverage with BESD listed as *Additionally Insured* must be maintained during all scheduled use of BESD facilities. Current certificate on file with BESD.

_____ I understand that an invoice for all applicable fees will be e-mailed to me separately from The BESD Facility Use approval and all invoices are due upon receipt.

_____ I understand that upon final approval, the final facility use approval will be e-mailed to me as confirmation. I will have a printed copy of the final facility use approval e-mail available to present during all use of BESD facilities.

_____ I will report safety and /or security issues such as vandalism and trespassing on school campuses, water main breaks and/or other nonlife-threatening emergencies, to the campus custodian or BESD facilities 602-629-6485. I also understand that in the event of emergency, I should call 911.

Name of Responsible Person (print) _____

Signature of Responsible Person _____ Date _____