

FACILITIES RENTAL

POLICIES AND

PROCEDURES MANUAL

ADAM CRANG
Facilities Rental Coordinator

Phone:

(480) 803-5572

Fax:

(480) 558-5134

Email:

Adam.crang@gilbertschools.net

Address:

Community Education
6839 East Guadalupe Rd.
Mesa, AZ 85212

“School buildings and facilities shall be made available for community use as freely as is consistent with state statutes, policies and regulations of the Governing Board of the Gilbert Public Schools, and consistent with the needs of the school or of the School District” –Policy of the Governing Board

Facilities Rental Policies and Procedures

Thank you for choosing Gilbert Public Schools facilities. It is our desire that your experience in the schools be pleasant and rewarding for you and your group.

This guide will provide you with information that is vital to your successful use of the schools. Please familiarize yourself and your group with the contents of this manual.

APPLICATION PROCEDURES

1. Initial inquiry for use and availability of a school facility must be made through the Facilities Rental Department.
2. Online Facility Request use and information on the District's Web Site:
 - www.gilbertschools.net under the words Services
 - Click on Facility Rental.
3. Application must be submitted a minimum of 10 business days in advance of requested use.
4. Requests less than 5 days prior to event may not be accepted or approved.
5. The applicant must be an authorized representative of the renting organization, with the authority to financially bind the organization.

AUDITORIUM RENTALS

Please obtain specific auditorium applications and rental guidelines at [GPS Facility Rental](#)

DEPOSITS

1. Any organization other than those classified as Class 1 may be required to provide a deposit no less than \$200.00. Deposit to be determined by facility rental department.
2. One time special events, tournaments, and auditorium rentals require a \$200 deposit to hold the requested date. Deposit is non-refundable if event is cancelled.
3. Unless otherwise noted, if all terms of contract are met and the facilities are left in good order and condition as existed prior to Renters use thereof, then the deposit is refunded in full.
4. Refund of deposit must be requested in writing.
5. Renters not assessed a deposit are liable for all damages.

APPROVAL

1. School site administrator will approve or decline requests and identify staffing needs. Field requests may require additional approval by the District Athletic Director.
2. Facility coordinator will create a reservation permit including: facility use, additional services, equipment necessary, classification and the cost of use. The custodial, security, and other special help needed for each time of use shall be determined by the designated school administrator, unless otherwise specified by the Superintendent or his designee.
3. Renter will be notified of permit approval and sent an invoice for payment.

CHANGES

1. All changes to reservations must be completed 3 business days in advance of event.
2. Any additional time not scheduled on original permit, will be subject to additional rental fees and a \$15 addendum fee.
3. No refunds or credits will be issued if renter ends activity early.

Facilities Rental Policies and Procedures

PAYMENTS

1. Amount to be remitted is the total charge that appears on the permit. Renter to review and agree to charges prior to use.
2. Payment for full contracted amount must be received 10 days prior to use.
3. If payment for full contracted amount is not received 3 business days prior to the event, the deposit is forfeited and the contract may be cancelled.
4. If reservation is completed less than 10 days prior to event, payment is due in full at the time of the booking.
5. Credit Cards, Checks or Money orders are accepted and are payable to Facilitron. No cash is accepted.
6. All returned checks are subject to a \$25.00 fee.

CANCELLATIONS

1. Renter may terminate any agreement upon **written notice** to the District and is subject to the refund policy.
2. Refund policy will be applied to room and field rental rates. Any charges related to unused utilities, staffing or out-of-pocket costs will be refunded unless otherwise noted. Deposits are non-refundable.

After written notice received:

- More than 10 business days prior to event = 100% refund (excluding the deposit)
- Less than 10 business days, but more than 3 business days prior to event date=50% refund (excluding the deposit)
- Less than 3 business days prior to event date= No refunds or credits

All agreements are revocable at any time by the Governing Board or its authorized representative.

INSURANCE/LIABILITY

1. Any organization other than one classified Class I must cover itself and the Gilbert Public Schools with an amount no less than \$1,000,000 for bodily injury and property damage.
2. A certificate of insurance the Gilbert Public Schools as an added insured must be provided at least 10 days in advance along with the rental contract.
3. Individuals or organizations using facilities, regardless of whether or not they are charged a fee for the use of the facility, must provide proof of insurance.
4. In the event of damage to school property, permit holder shall accept the School District's estimate of the amount of damage and shall pay all appropriate costs.
5. The District may not be held liable for loss or destruction of personal items.

Facilities Rental Policies and Procedures

GENERAL RULES & REGULATIONS

1. Gilbert Public school prohibits use of tobacco, possession or consumption of intoxicating beverages or illegal substances in any form and weapons of any kind in any part of the facility or on the grounds surrounding the facility.
2. Organizations supervisor or designated representative must remain on-site during the entire activity and have in his/her possession a copy of the permit or rental agreement.
3. No refreshments are to be served or sold on school grounds or in the building except in designated areas and with prior approval. **No food or beverages are allowed in gymnasiums, auditoriums, special use rooms or any carpeted areas.**
4. Any group or organization interested in selling or providing food as part of the Rental Agreement with Gilbert Public Schools are required to sign a concession agreement prior to use. Food vendors must adhere to the applicable Maricopa County Board of Health Regulations.
5. All activities must be under the supervision of competent adults and the organization that is using the school facility must assume full responsibility for payment of all damage to buildings or equipment while using same. Group or agency shall employ, at its expense, such security and safety personnel as are required and approved by site administrator. In addition, the permit holder will provide proof of employment of control personnel (police, parking, attendants, usher, etc.), if necessary, as determined by the District.
6. Use of school facilities shall be primarily for the uses prescribed by law. No activity will be allowed to interfere with regular school programs. Disorderly conduct is prohibited.
7. Renter shall not have the right to assign or allow any other person or entity to use or occupy any or all of the Facilities without the prior written consent of the District, which consent may be granted or withheld at the District's sole discretion. This consent must be granted in writing no later than 3 business days prior to the event.
8. Only facilities specifically approved by the District are to be used, and persons attending the activity must confine themselves to the specific sections of the facilities approved. Congregating and loitering in the hallways, other parts of the building or on fields not rented is strictly prohibited.
9. No materials or equipment including lighting, wiring, scenery, decorations, combustible materials, animals, or other items of any unusual nature may be brought into a school building without approval.
10. When using any facilities or any portion thereof, Renter agrees to comply with all applicable state, federal or city laws and regulations. All ordinances of the fire and police departments pertaining to public assemblies must be observed. a) highly flammable or explosive materials will not be permitted b) exits, aisles, and hallways must remain free of any obstructions c) renter shall not allow a number of persons in any portion of the facilities at any time in excess of the legal or normal capacity of such portion of the facilities.
11. Renter will indemnify the District for any damages to the premises, equipment and furnishings of facilities during the time the lease agreement is in effect. Renter shall also waive any claim against the District, defend, save and hold harmless the District, its agents and employees for any damages to property or injury to persons occasioned by or in connection with the use of the facilities by the renter.

12. Not responsible for any property left by the user/renter or brought to the premises by the user/renter, or by any other persons or entity in connection with the use of district facilities.
13. The renter shall maintain a list of emergency agencies and phone numbers at all times.

ADDITIONAL FIELD POLICIES

14. Group is responsible for monitoring weather conditions and evacuating playing fields of participants and spectators when the threat of lightning or dangerous conditions approaches. Group will cancel games when field or playing conditions could cause harm or damage to participants or to the facilities. If the gates are locked, the facility is unavailable.
15. When use of grounds/fields is canceled due to inclement weather and a facility user is found on the premises, future use may be denied to that user.
16. No glass containers or other breakable articles are allowed on playing fields
17. No team practice or regularly scheduled game shall begin at such time as to interfere with school program.
18. No improvements or additions shall be made without prior written consent of the District.
19. No animals are allowed on playing fields. Any animals on school grounds must be properly restrained and cleaned up after by the owner. (A.R.S. 11-1024)
20. Lights will be turned on and off at specific time requested on permit. (No grace period)
21. Fields are not prepped and do not include use of bases, nor are they available.

POLICIES: KF , KFA, KF-RA – located at www.gilbertschools.net under Governing Board to Board Policies

Facility Specifics

Regular school activities, programs and organizations of the school district shall have first priority in the use of any district facility or grounds.

Elementary Multipurpose Rooms/Playground areas - are not available until 6:15p on week-days due to the district's VIK school age extended day programs. Groups are not allowed to enter these areas until 6:15p unless pre-approved by Facility Rentals.

Classroom- shall be limited to educational purposes or meetings.

Computer Labs- can be utilized by groups with appropriate Gilbert Public School staff.

Gymnasiums- are designed for specific recreational purposes, but may be used for other approved activities that will not cause damage to the floor.

Auditoriums/Stages- Gilbert Public Schools shall have the right to limit activities in the auditoriums consistent with their equipment and furnishings. No smoke/haze allowed.

Cafeteria- Service of light refreshments or meals in the cafeteria is permitted without a food service employee if kitchen facilities and equipment are not used. Any food served should comply with the Department of Health Regulations.

Kitchens- use of cafeteria with kitchen requires a cafeteria manager or his/her attendee to be present. All equipment can be used that is out in the open, no use of the refrigerator.

Fields- are designed for specific recreational purposes, but may be used for other approved activities that will not cause damage to the fields. High school stadium fields are generally only used for high school & district sponsored events with the exception of Campo Verde. Request for improvements and/or alterations are not allowed without permission.

Tennis/Basketball courts- available for individual use based on the posted rules. Reservations are accepted.

Parking Lots- Parking shall be restricted to asphalt parking lots. Vehicles shall NOT be driven or parked on school basketball courts, athletic fields, playgrounds, sidewalks or grass areas at any time. All signs and notices pertaining to vehicle parking and use on school property shall be strictly adhered to at all times including no parking in fire lanes.

Vacant Land- Arrangements for rental or use of vacant land that is owned by Gilbert Public Schools shall be made directly with the Assistant Superintendent for Business Services.

Link to Inventory specific list

Equipment

1. The use of school equipment is for permit holders only and must be requested at the time of scheduling.
2. Equipment is generally limited to volleyball stands (Jr./Sr. Highs), chairs and tables at no charge. Physical Education equipment and other curriculum equipment are not available. Scoreboards may only be utilized with permit approval and may incur a staff charge. Fees will be assessed for undue wear or damages.
3. Furniture equipment owned by the District shall not be moved unless requested in advance through Facility Rentals. The permit holder must set up and take down equipment, leaving the room in the same condition as found. Permission to move equipment may be given on site by the building custodian or supervisor.
4. No material or equipment is to be attached to any part of the facility, including the electric service, unless written approval is granted otherwise by the designated site administrator no later than 3 business days prior to the scheduled event date. The use of school-owned equipment is permitted only when operated by school employees, if available, or other qualified personnel specifically authorized by the designated site administrator.
5. Any approved apparatus or equipment moved into the building must be removed from the school premises upon the termination of the rental period so that there will be no interference with the regular school program, unless written permission has been granted otherwise by the designated site administrator no later than 3 business days prior to the scheduled event date.
6. Climbing walls and stage areas are not to be utilized unless permitted.
7. Audio/visual equipment may be available at no charge. Specific requests must be noted on the application.
8. Rental of the Auditorium includes moving lights (standard stock only), acoustic shell, chairs, music stands, choir or platform risers, follow spots, projector, movie screen 4 microphones, 2 monitors, basic intercom system, 2 wireless microphones.
9. Any electrical tools, appliances, or extension cords used by the renter shall be in good condition. Extension cords are to be taped to the floor to avoid a trip hazard.

Facility Fees and Charges

Renter will compensate the District for use of facilities according to the "Schedule of Hourly Fees for Use of Facilities" as found on the web site. All fees must be paid 10 business days in advance of the scheduled event date, unless prior written agreement is made by the District. Any exceptions to the payment policy are subject to approval by the

Superintendent or his designee and must be in the form of a written agreement dated no later than 3 business days prior to the scheduled event date. Checks can be made to “Gilbert Public Schools Facilities Rental Department.”

The District may require a fee for opening the facility, supervision of and cleaning of the facility to any Renter as listed in the schedule of fees.

Permits for use of school facilities by institution of higher learning for course to be taught for Gilbert Public Schools faculty or staff will be handled as follows:

- a) If the request for such a course is made by the Governing Board or the Superintendent as an in-service training for employees, the facility may be used free of charge.
- b) All other requests will be classified as Class 5 (See schedule of charges.)

Link to fee chart (attach if handing out)

Facility Scheduling

To make maximum use of district facilities and grounds with minimum conflict, it is necessary to arrange facility user groups on a priority basis. Groups using the facilities will be prioritized from Class 1- Class 4 with Class 1 having the highest priority for use when developing the annual master district and school related activities calendar. Although Class 1 retains the rights to cancel the use of scheduled community facility groups, efforts will be made to keep cancellations to a minimum.

The date of application submission varies based on the time of year the activity will be conducted. However, requests continue to be accepted throughout the year on a first-come, first served basis.

TYPE OF ACTIVITY	SUBMISSION DATE	ACTIVITY SEASON
League play	May 1	Aug. – Dec. 31
	Nov. 1	Jan-June 30
Individual Teams	Aug. 1	Aug.-Dec.31
	Nov. 1	Jan-June 30
Tournaments	365 days in advance of event with \$200 non-refundable deposit	Any
Auditorium	May 1	August-September
	Aug. 1	Oct.-July 31

I/We have read the policies and agree to abide by the above procedures.

Signature of Responsible Adult

Date