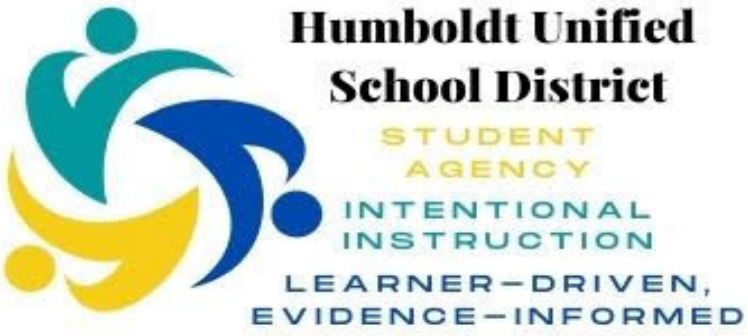


# COMMUNITY FACILITIES USE PACKET

# Facility Use Request

Name of Organization: _____Representative Person: _____Date: _____

Daytime Phone: _____ Cell Phone: _____ Fax: _____

Mailing Address: _____City: _____Zip: _____

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
- ☐ Baseball Field
- ☐ Practice/Soccer
- ☐ Cafeteria w/o Kitchen
- ☐ Tennis Court
- ☐ Grass Field
- ☐ Conference Room
- ☐ Parking Lot
- ☐ Cafeteria w/Kitchen
- ☐ Softball Field
- ☐ Auxiliary Gymnasium
- ☐ On Campus
- ☐ Grass Football Field
- ☐ Practice / Soccer Field
- ☐ Library
- ☐ Main Gymnasium
- ☐ Classroom # of Rooms _____
- ☐ Basketball Court - Outside
- ☐ Cafeteria w/Kitchen
- ☐ Library
- ☐ Softball Field
- ☐ Artificial Turf Football Field
- ☐ Track
- ☐ Bus/Bus Driver

☐ Other _____

**FACILITY NEEDS (SETUP)**; _____

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

___I/We must supply proof of general liability insurance of no less than $1 million **and name HUSD as additionally insured**.

___That a $200 security deposit may be due upon signing of the contract (Please make checks payable to HUSD)

___That full payment of the contract is due 10 business days prior to the event date.

___That a late fee of 5% of the contract amount of $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) are not received by close of business 3 business days prior to the event and that the $200 security deposited will be forfeited.

___I am in receipt of or have previously received a copy of the HUSD Facility 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 HUSD 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 limited against claims for bodily injury, death, and property damage occurring in connection with rental Organizations' use of a 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 the number of staff required:

_____Custodian Total # of Hours _____ ____Cafeteria Manager Total Number of Hours _____

_____Security Total # of Hours_____ _____ No Charges to Group

Comments/Special Circumstances: _____

Site Administrator: _____Signature: _____Date: _____

# REQUEST FOR USE OF SCHOOL FACILITIES

You have requested the rental of equipment to be provided by the District. Please identify the type and quantity you required below.

**Special Equipment needed**

- ☐ Audiovisual Equipment_____ Yes____ No ____
- ☐ Public Address System_____ Yes____ No ____
- ☐ Press Box/Scoreboard Controls_____ Yes____ No ____
- ☐ Kitchen Equipment_____ Yes____ No ____
- ☐ Concession Stand/Equipment/Keys_____ Yes____ No ____
  A key deposit and copy of a Food Handler's Card must be attached for at least one person who will be responsible for this use.
- ☐ Stage Equipment_____Yes____ No ____
- ☐ Tables Chairs_____ Yes____ No ____
- ☐ Others_____ Yes____ No ____

Please indicate any specific set-up you will need on the following grid. Yes____ No ____

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All rental and set-up fees are payable in advance. Refundable deposits may be required on some requests.

This request is acknowledged and equipment/setup will be provided as noted.

Site Administrator_____Location_____

# HUSD Facility Maintenance Checklist

Location: _____ Date: _____

| Facility Interior | Check-in | Check-out | Remarks |
|---|---|---|---|
| **Gym** | | | |
| 1. Gym floor | ☐ | ☐ | |
| 2. Drinking fountain | ☐ | ☐ | |
| 3. Walls | ☐ | ☐ | |
| 4. Scoreboard/sound system | ☐ | ☐ | |
| 5. Lights | ☐ | ☐ | |
| 6. Trash | ☐ | ☐ | |
| | | | |
| **Restrooms** | | | |
| 1. Cleaned | ☐ | ☐ | |
| 2. Trash | ☐ | ☐ | |
| 3. Toilets/stalls functioning | | | |
| | ☐ | ☐ | |
| **Cafeteria** | | | |
| 1. Floors | ☐ | ☐ | |
| 2. Walls | ☐ | ☐ | |
| 3. Cafeteria Tables | | | |
| 4. Windows | ☐ | ☐ | |
| | ☐ | ☐ | |
| **Classrooms** | | | |
| 1. No stains on carpet/floors | | | |
| 2. Walls/windows/whiteboards | | | |

HUSD Representative _____ Lessee _____

Organization _____

# HUMBOLDT UNIFIED SCHOOL DISTRICT NO. 22

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 the building and athletic fields, and compliance with legal requirements are essential parts of any facility's use. The following procedures have been created to assist both the community and the District's staff in ensuring the best experience possible for all.

## General

- All community requests for the use of Humboldt Unified School District facilities shall be submitted on the proper forms at least 14 days before the event. The request 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 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.

- Request 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 checklist, in conjunction with the assigned custodian, to determine the condition of the facility before and following their 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 before any issuance and keys must be returned within 72 hours following the event.

## Classroom

- Request 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 required.

**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 required.

**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 an 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. Addition 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 an 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 the 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 before 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 permitted to provide custodial services. The organization would not be charged the custodian fee and the employee would not receive any payment from the District. This person must be identified, in writing, before the use as the one accepting responsibility for the facility. All custodial requirements including the opening and closing checklist would be the responsibility of the employee.

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.

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. No alcoholic liquors or beverages shall be brought to or consumed in the buildings or on the grounds.

E. Tobacco and smoking is prohibited on school property.

F. Putting up decorations or scenery or moving pianos or other major furniture is not allowed without prior permission.

G. 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.

H. Unless waived by the District when use is in conjunction with a District activity, groups must provide the District with documentary evidence of liability insurance of at least one million dollars ($1,000,000). Each group will be responsible for the repair or replacement of damaged equipment, furniture, or facility.

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. 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.

K. 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.

L. 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.

M. 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.

N. The issuance of keys to facilities is to be 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.

O. 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.

P. Confirm knowledge of and commitment to comply with the requirements and restrictions for use of the facility for athletic activities as set out in Board Policy JJIB

Q. Comply with all applicable requirements of the Arizona Medical Marijuana Act

R. All activities must be conducted within the laws, rules and regulations of the State of Arizona and applicable municipal subdivision.

S. 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:_____