PERMIT FOR USE OF OUTDOOR SCHOOL FACILITIES

PVSchools Community Education Department • **www.pvschools.net/facilities**
15032 N. 32nd St., Phoenix, AZ 85032 • (602) 449-2204 or (602) 449-2216

PVSchools™
Community Education

Permit #_____

School Requested_____ Today's Date (3 weeks' advance notice required) _____

Name of Organization _____ ☐ CLASS I ☐ CLASS II ☐ CLASS III

NOTE: List all season dates including single-day use. Fields are not available for regular use on Sundays.
(Spring Season runs from January through June. Fall Season runs from July through December. Spring allocation approved after October 1st. Fall allocation approved after May 1st. You may only request within one season.)

Please Complete the following information :

SCHOOL/FIELD	Dates Requested	DAYS NEEDED						START TIME	END TIME
		M	Tu	W	Th	F	Sa		
_____/_____	_____-_____	☐	☐	☐	☐	☐	☐	___:____am/pm	___:____am/pm
_____/_____	_____-_____	☐	☐	☐	☐	☐	☐	___:____am/pm	___:____am/pm
_____/_____	_____-_____	☐	☐	☐	☐	☐	☐	___:____am/pm	___:____am/pm
_____/_____	_____-_____	☐	☐	☐	☐	☐	☐	___:____am/pm	___:____am/pm
_____/_____	_____-_____	☐	☐	☐	☐	☐	☐	___:____am/pm	___:____am/pm

A personnel charge of $35.00 per hour is applied with a 2-hour minimum.

An insurance certificate, showing proof of insurance for a minimum of **one million dollars ($1,000,000)** combined single-limit bodily injury and property damage liability, must be submitted to and approved by the District before the facility may be used. **The certificate must list PVUSD as additional insured and as a certificate holder.** The user is required to have their insurance indicated as primary to any other available insurance arising out of the use of the facilities. The certificate covers all areas of District property that are accessible to the renter and its patrons including; facilities, parking, walkways, and/or areas to which access cannot be limited. Evidence of insurance shall be required with District regulations prior to approval of use of facilities.

Representative's Name_____ Position _____

Address _____ City _____ State _____ Zip_____

Work Phone ( ) _____Cell ( ) _____ Rep.'s Email _____

Treasurer's Name _____ Treas. Email _____ Treas. Contact No. ( ) _____

Billing Address _____ City _____ State _____ Zip _____

Please read the reverse side carefully before signing. All invoiced fees must be paid at receipt of invoice. This form does not grant approval for the fields you have requested. Signature of the Organization Representative indicates agreement with all provisions as listed on reverse side, and the printed rules and regulations of the District concerning public use of school facilities and conduct on school grounds, as found in the Facilities Handbook. The signature by the Community Education Administrator indicates approval of the request as listed. A 50% deposit of estimated charges is due 30-days after the first scheduled use of the season. The remainder of actual charges is due at the conclusion of the requested use term. Charges are based on approved scheduled use. Credit is not given for unused days, including rain-outs. A representative of the organization is required to be present at all times and will be responsible for the supervision of students or participants until all attendees have left the premises.

PLEASE NOTE: A school always has first priority and a user group may be required to relocate.

Signature of Representative for Organization_____ Date_____

Signature of School Administrator or AD _____ Date_____

Signature of Community Education Administrator _____ Date_____

FOR OFFICE USE ONLY

☐ Equipment (please list) _____ ☐ Personnel (please list) _____

☐ Security	☐ Custodian	☐ Locker Rooms
☐ Press Box	☐ Key Deposit	☐ Restrooms
☐ Concession	☐ Lights	☐ Special Equipment

Copies sent to: ☐ School Administration ☐ Athletic Director ☐ Custodian Date _____

User copy will be returned as confirmation and should be presented at time of use. *(rev. 05/2025)*

OUTDOOR FACILITY & FIELD USER GROUP REGULATIONS

An insurance certificate, showing proof of insurance for a minimum of one million ($1,000,000) dollars combined single-limit bodily injury and property damage liability, must be submitted to and approved by the District before the facility may be used. The certificate must list PVUSD as additional insured and as a certificate holder. The user is required to have their insurance indicated as primary to any other available insurance available. The certificate covers all areas of District property that are accessible to the renter and its patrons, including facilities, parking, walkways, and/or areas to which access cannot be limited. Evidence of insurance shall be required with District regulations prior to approval of use of facilities.

INDEMNIFICATION AND HOLD HARMLESS CLAUSE

To the fullest extent permitted by law, the APPLICANT agrees to indemnify, defend, and hold harmless the DISTRICT, its officers, agents, volunteers, and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees, court costs, or alternative dispute resolution costs arising out of, resulting from, or otherwise but for the performance or furnishing of work or services or use of the school's facilities and grounds and parking area under this Agreement; provided that any such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, death, or personal injury, or property damage, including the loss of use or diminution in value resulting therefrom; regardless of whether or not it is caused in whole or in part by the actual or alleged negligent acts, errors, or omissions of the DISTRICT, its officers, agents, volunteers, or employees, or a party indemnified hereunder. The DISTRICT reserves the right, but not the obligation, to participate in defense without relieving APPLICANT of any obligation hereunder.

PLEASE READ THE FOLLOWING PROCEDURES CAREFULLY and make certain that all members of your group are familiar with them. Your cooperation will aid us in keeping the sites as safe and clean as possible.

1. All activities must be under competent, adult supervision at ALL TIMES and all participants are expected to be respectful and courteous at all times.
2. No physical changes or initial construction work on the fields can be done without a Field Improvement Request Form (obtained at and returned to Community Education). Examples of physical changes are: Fill dirt, fertilizer, soil conditioner, trees, backstops, goal posts, fences, signs, etc. to be added to field. **No tampering with sprinkler systems.** Marking of lines on fields must be done with biodegradable paints. Preparation of school premises for community activities shall not interfere in any way with the school site or programs.
3. Applicant using facilities shall be responsible for repair of any damage or for payment of any and all damages to building and equipment caused by self/patrons and shall be responsible for any security/custodial charges accumulated as a direct result of this use.
4. **ABSOLUTELY NO** SMOKING, **NO** FIRES, AND **NO** ALCOHOLIC BEVERAGES PERMITTED ON THE PREMISES AT ANY TIME.
5. **ABSOLUTELY** no automobiles, motorcycles, or vehicles of any kind will be permitted on school fields, except in designated parking areas.
6. **ABSOLUTELY** no animals allowed on school grounds.
7. ALL FIELD TRASH containers must be emptied, garbage bagged, and deposited in the school dumpsters or hauled away after each event. This includes trash on the ground around the can. (Failure to do so will result in a $50 fine for hiring a custodian to clean the fields.)
8. Make sure the lights are off and doors and gates are locked before leaving. DO NOT CHANGE THE CONTROL TIMERS.
9. All activities will be terminated by 9:45 p.m. Lights will be turned off at 10:00 p.m. sharp. (Lights at Sunrise Middle School must be off by 9:30 p.m. per City Ordinance.)
10. The use of PA systems and bullhorns must meet city ordinance.
11. Fields should NOT be used when wet. Check the Community Education website for rain-out information at **www.pvschools.net/comed**.
12. Subleasing: No lessee should re-assign their agreement to any other entity or group without permission of Community Education or PVSchools Administration.

CLASS DEFINITIONS

CLASS I This category of user is exempt from facility rental fees, but subject to all personnel and other out-of-pocket costs incurred by the District. This class includes:

1. 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, etc.
2. Units, or elected officials, of Federal, State or local government, or local civic groups when conducting community or official business within the District. This includes the Parks and Recreation Department of the Cities of Phoenix and Scottsdale for which reciprocal agreements have been executed.
3. 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.

CLASS II This category of user is for non-school sponsored non-profit service organizations whose academic or recreational activities involve District school-age children. This category of user is also subject to all personnel and other out-of-pocket costs incurred by the District. Equipment rental fees apply to this category of user. Included in this class are:

1. Youth organizations (i.e.: Boys/Girls Clubs, YMCA, Scouts, Campfire, Little League, Pop Warner, Soccer, etc.) and groups such as the Rotary, Lions, etc.
2. Churches and religious groups.
3. Home Owners Associations.
4. National or State educational organizations using District classrooms for instructional purposes.

Note–Requirement for Class II: An IRS letter of determination indicating a 501(c)3 or 501(c)4 organization.

CLASS III 1. All commercial, profit-making individuals and organizations, regardless of the purpose for their use of facilities.

I have read the General Rules, terms, and fees, and understand them._____
(initials)

Note: Any activity of an organization for the purpose of donating profits or proceeds to the District, or a public charity, does not change the rental fee rate from the Class III schedule.

FEE SCHEDULE

Hourly Event Rates (non-District use)	CLASS I	CLASS II		CLASS III	
		Unlit Field	Field w/ Lights	Unlit Field	Field w/ Lights
Elementary Field	$0	$7/hr	$25/hr	$13/hr	$40/hr
Middle School	$0	$13/hr	$35/hr	$39/hr	$60/hr
High School Practice Field	$0	$18/hr	$40/hr	$45/hr	$70/hr
High School Grass-Varsity Baseball/Softball Field	$0	$25/hr	$50/hr	$50/hr	$80/hr
High School Artificial Turf Stadium/Track	$0	$75/hr	$140/hr	$125/hr	$210/hr
Exterior Bathrooms	$0	$10/day	$10/day	$15/day	$15/day
Refundable Key Deposit	$0	$150 per key	$150 per key	$150 per key	$150 per key

Seasonal Rates for Youth Leagues (18 & younger) (requires 12 consecutive weeks' rental)	CLASS I	CLASS II		CLASS III	
		Unlit Field	Field w/ Lights	Unlit Field	Field w/ Lights
Elementary School Field- Monday-Friday	$0	$20/wk	$63/day	$33/wk	$78/day
Elementary School Field- Saturday	$0	$12/day	$63/day	$20/day	$95/day
Middle School Field Monday-Friday	$0	$25/wk	$70/day	$37/wk	$80/day
Middle School Field- Saturday	$0	$14/day	$70/day	$25/day	$100/day
High School Practice Field- Monday-Friday	$0	$25/wk	$70/day	$40/wk	$80/day
High School Practice Field -Saturday	$0	$17/day	$70/day	$28/day	$100/day
High School Varsity Baseball/Softball Field- Monday-Friday	$0	$30/wk	$75/day	$50/wk	$90/day
High School Varsity Baseball/Softball Field- Saturday	$0	$20/day	$75/day	$35/day	$105/day
High School Track- Monday-Friday	$0	$20/wk	$78/day	$50/wk	$95/day
High School Track- Saturday	$0	$20/day	$78/day	$40/day	$110/day
High School Artificial Turf Stadium- Monday-Friday	$0	$105/wk	$100/day	$116/wk	$135/day
High School Artificial Turf Stadium- Saturday	$0	$90/day	$140/day	$110/day	$190/day
Exterior Bathrooms- Monday-Friday	$0	$10/wk	$10/wk	$15/wk	$15/wk
Exterior Bathrooms- Saturday	$0	$4/day	$4/day	$6/day	$6/day
Refundable Key Deposit	$0	$150 per key	$150 per key	$150 per key	$150 per key