

Terms & Conditions of Booking

1. **Bookings:**

- All renters and users of Prescott Unified School District are subject to the Terms and Conditions of Renting and Use, as updated from time to time.
- Those wishing to book the facilities must complete the official online booking process. No activity can commence until official confirmation of the booking is received by the applicant person/group from Prescott Unified School District Site Coordinator.
 - All renters must provide a certificate of liability with PUSD listed as the insured in the amount of \$1,000,000.
- Bookings are non-transferable without prior approval from the PUSD site coordinator.
- The contact person(s) named in the online form will be the person with whom all official communication from the PUSD site coordinator will take place. If there are any changes in the details of the group organizer/contact person the PUSD site coordinator must be informed immediately.
- The person named in the booking will be the person responsible for the group, including full payment of the facility before playing, behavior of those attending the booking, and adherence to the terms and conditions of hire and use of the facility.
- Booking times include setup and takedown. Plan accordingly.
- Bookings for individuals under 18 must be made and supervised by an adult (18 or older).

2. **Cancellation Policy:**

- Cancellations of a rental of Ruth Street Theater or Hendrix Auditorium must be made no later than seven days prior to the scheduled event. Cancellations of all other facilities must be at least 24 hours in advance. Failure to meet the cancellation deadline will result in the group being charged 50% of the cost of the facility rental. Cancellations should be done in the SportsKey Portal.
- All bookings that have been paid and are due a refund, will be refunded in full.

3. **Weather:**

- In the event of inclement weather or unplayable conditions, PUSD reserves the right to close facilities. Every effort will be made to notify affected groups promptly.

4. **Use of Premises:**

- Please see this [PHS Track and Field Policy document](#) if renting the PHS track and Field.
- Tobacco Free School: A.R.S. 36-798.03 says "Tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields." This includes but is not limited to vaping and all tobacco products.
- Alcohol and drugs are strictly prohibited. Individuals under the influence will be denied access.
- Per Arizona Revised Statute 13-3102, weapons, including firearms, are strictly prohibited on all parts of the school campus, regardless of whether school is in session, unless the person in possession of the weapon is a peace officer in the performance of official duties.
- PUSD accepts no responsibility for items lost/stolen on the premises or grounds, or for any loss, damage, or injury occurring in or in the vicinity of the field, or for any injuries to persons participating in any activity in or on its facilities.
- Any damage done to facilities, property, or equipment, fair wear and tear excepted, must be made good by the individual, group, club or organization responsible for the damage.
- If keys are checked out, they must not be duplicated or given to anyone not authorized to use the facilities. If keys are lost or not returned, the party responsible for renting the facility can be held liable for the cost of rekeying the facility.

- Climbing on the nets, swinging from crossbars and any other behavior likely to lead to damage to the facility or injury is forbidden and will lead to immediate expulsion from the facility.
- Only park in designated parking spaces.

5. **Code of Conduct:**

- No activity, which could be misconstrued or give offence to other patrons, or to surrounding neighbors, will be permitted.
- Special consideration must be given to neighbors living near the facility. No excessive noise, conduct or general nuisance will be tolerated, and offending users will be removed.
- Supervising personnel are responsible for ensuring compliance with the Terms and Conditions of the rental and have the authority to remove users from the facility. Non-acceptance of supervisory personnel's decisions or any aggression or violence towards supervisory personnel will not be tolerated and may result in the removal of those involved from the premises and the cancellation of all future bookings.
- Facility use is only permitted during approved hours. Unauthorized use may result in removal or police involvement.
- The PUSD site coordinator's decisions on admission, allocation, use, operation, or closure of the facilities is final.

PUSD reserves the right to:

- Modify rules and regulations as needed.
- Set and change rental fees and charges at its discretion.
- Refuse access or continued use to individuals or groups violating rules or creating unsafe conditions.
- Close facilities for maintenance, holidays, or other reasons without liability for loss or inconvenience.

PUSD and its management point out that all persons using the facilities do so at their own risk. Users are strongly advised to seek medical advice before undertaking exercise. Users with any known medical condition should consult with their doctor before participating in any form of exercise. PUSD encourages any organization renting a PUSD facility to have an emergency response plan and call 911 in the case of an emergency.