

COMMUNITY USE OF SCHOOL FACILITIES



PAGE UNIFIED SCHOOL DISTRICT NO. 8

**P.O. Box 1927
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ADMINISTRATIVE REGULATIONS

Use of school facilities shall be primarily for the uses prescribed by law. No activity will be allowed to interfere with the regular school program. ARS 15-3342 (7)

Permission for such use of school facilities on a one-time basis may be granted by the principal of the school, in conjunction with District administration, or in consideration of Governing Board approved Intergovernmental Agreements. Each request for regular and continued use of school facilities will be approved by the school principal, and in consideration of Governing Board approved Intergovernmental Agreements, and must be renewed annually. All intergovernmental agreements will be sanctioned by the Governing Board and signed by the Superintendent or designee. ARS 15-341 A (4)

Initial inquiry must be made at the principal's office. The applicant must file a written and signed agreement for the rental or use of the school facility requested. This form will be furnished by the school. The agreement must be submitted to the designated representative at the school. The designated school administrator shall determine the custodial, security, and other special help needed for each time of use.

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 Page Unified School District #8, and consistent with the needs of the school or of the School District.

1. All applicants must become familiar with and agree to abide by the printed rules and regulations of the Page Unified School District concerning the public use of school facilities.
2. Responsibility for proper use of school facilities and observance of the rules and regulations shall rest upon the applicant, sponsors, and/or participants. All irregularities shall be reported to the designated administrator by the school employee on duty as soon as possible.
3. Charges shall be made on the basis of the rate schedule outlined in this document. All such determination will be made by the building administrator or designee. No special consideration will be given without prior District approval.
4. The building administrator reserves the right to cancel any agreement if, after investigation, it is determined that such use is not in the best interest of the Page Unified School District.
5. Any organization may be given a one-week notice that the school facilities are no longer available for use by said organization due to District needs. The reasons for this action will be stipulated. The misuse of facilities or equipment may result in the immediate suspension of an agreement.
6. In case of an emergency the school does have the right to cancel any agreement.
7. All copies of the agreement for rental of school facilities should be submitted to the designated administrator of the school at least two weeks prior to the required date(s).
8. All activities must be under the supervision of competent adults and the organization which is using the school facility must assume full responsibility for payment of all damage to buildings or equipment while using same.
9. Use of facilities by any private or public elementary school will be monitored by employees of the Page Unified School District, such monitoring to be paid by the user.
10. Smoking is prohibited on school property and the use of open flames, such as candles, is not permitted. (Sterno cans may be used in catering events in the chafing dishes for food service events). To promote the health and safety of students, staff, and visitors, and in compliance with state statutes, tobacco products are prohibited at all times in all school facilities, vehicles, grounds and District properties. Violation of this may result in the loss of use of District facilities. Gambling and the use or sale of alcoholic beverages is a criminal offense and is also prohibited on school property. No weapons are allowed on school property. ARS 15-341 A (25) and ARS 15-341 A (27)
11. Only facilities specifically approved by the designated administrator are to be used and persons attending the activity must confine themselves to the specific sections of the facilities approved.
12. 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.

Any such approved apparatus or equipment provided by the lessee 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 administrator.

13. All ordinances of the fire and police departments pertaining to public assemblies must be observed. Authorized school personnel must have access to all buildings, grounds and facilities at all times.

14. The program of speakers, plays, amusements, entertainment, or other activity to be provided shall be furnished in advance to the designated administrator.

15. The District requires a fee for opening the facility, supervision of, and cleaning of the facility to any lessee.

16. Any organization that has a member who is a school employee and who will assume the responsibility for the care of the property and custodial service may employ such a person subject to approval by the building administrator.

17. The lessee will provide control personnel (police, parking, attendants, ushers, etc.) if necessary, as determined by the District.

18. No material or equipment is to be attached to any part of the facility, including the electric service, unless written approval is granted. The use of school-owned equipment is permitted only when operated by school employees, if available or other qualified personnel authorized by the designated administrator.

19. For the use of any Page Unified School District food services or facilities other than the dining area, the application form must be also approved by the Director of Food Services. Additional rules and regulations apply for use of kitchen facilities. (See attached)

20. Any organization, other than one classified as a Class I, must cover itself and the Page Unified School District with an amount no less than \$1,000,000 for bodily injury and property damage; \$1,000,000 Combined Single Limit Per Occurrence and in the Annual Aggregate for Bodily Injury and Property Damage; \$1,000,000 Products/Completed Operation; \$1,000,000 Personal & Advertising Injury. A Certificate of Insurance naming Page Unified School District No. 8 as an additional insured should be attached to this request (including Additional Insured Endorsement CG20 26). A request without such proof cannot be approved. **Page Unified School District carries no primary coverage for non-school activities.** A certificate of insurance naming the Page Unified School District as an added insured must be provided in advance along with the rental contract.

21. Lessee shall indemnify the District for any damages to the premises, equipment and furnishings of facilities during the time the lease agreement is in effect. Lessee 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 lessee.

22. Permits for use of school facilities by institutions of higher learning for courses to be taught for Page Unified School District faculty or staff will be handled as follows:

(a) If the request for such a course is made by the District as an in-service training for employees, the facility may be used free of charge.

(b) All other requests will be classified as Class II or Class III. (See Schedule of Fees.)

23. All doors will be secured each night or at the conclusion of the event. All lights will be turned off at the conclusion of the event or additional fees will be charged to Class I – IV events. A key for the facilities to be used will be checked out from the appropriate school office with a \$50 fee to be refunded upon return of the key to the school office.

CLASSIFICATION OF ORGANIZATIONS AND GROUPS

Class I

- Any school sponsored event
- Any event co-sponsored by the District.

¹Co-sponsored activities are activities that exist for the sole purpose of supporting the students or staff of the Page Unified School District. The parameters of co-sponsorship will be determined and agreed upon in writing by the administrator of the involved school and a representative of the non-district sponsor.

Class II

- Non-profit organizations such as scouts, Little League, football, soccer, baseball for regular meetings and activities that are not scheduled for fund raising
- City of Page, Public Colleges/Universities, Churches

²Non-profit organizations and clubs are defined as charging for no more than the cost of the activity for equipment and fees, and the cost of coaching not to exceed the hourly rate established by the District for teacher committee work.

- Reduced rates for Class II may be negotiated with the superintendent
- Class I and Class II groups are not required to have school personnel assigned to the activity as long as the activity is run by and attended by a school employee, unless they are using kitchen facilities, then they will be charged for the nutrition staff's time at the designated rate. Personnel charges will be charged in all other cases. In the event that additional air conditioning and equipment charges are required, they will be determined by the building administrator. With prior approval, Class I and II users may provide in-kind service in lieu of rental fees, these arrangements must be made ahead of scheduled activity with the superintendent.

Class III

- Civic activities - federal, state, county and city events, and organizations such as Pop Warner, soccer, and baseball scheduled for the purpose of fund raising
- Private Colleges, Universities, CTE schools
- Home Owner's Associations

Class IV

- Commercial or profit making organizations

Class V

- Intergovernmental agreements are sanctioned by the Page Unified School District's Governing Board and signed by the Superintendent.

The District is open to review of an intergovernmental agreement for terms of use that exceed ten days. Under the terms of an IGA, cost factors other than what has been noted above may be considered. Factors presented that do not meet District policy, or state or federal law, will not be considered.

PROCEDURES FOR PROCESSING

Availability/Scheduling

1. Initial inquiry for use and availability of a school facility must be made at the principal's office of the facility to be used.
2. CAB requests must be made through the CAB Coordinator. (See Use of Cultural Arts Building)
3. School Kitchen requests must be made at the Nutrition Department. (See Use of Nutritional Facilities)
4. Facility Use agreement forms are available from the administrative offices at each school.
5. The agreement form must be filled out completely so that the designated administrator of the school is able to plan efficiently for the use of the facility.
6. The designated administrator will approve the facilities to be used and any additional services, apparatus, or necessary equipment.
7. The designated administrator then signs in the appropriate place, designating approval of the requested use and forwards copies to the District Office. City staff, pursuant to an IGA between the District and the City, will also sign off on the agreement, if applicable.

Deposit

A deposit of \$50.00 will be due 30 days before the date of the facility use. A 25% deposit is required for use of the CAB, plus an additional \$200 if food is going to be served. If the Facility Use Permit is completed less than 30 days from the date requested for use of the facilities, the deposit is due upon completion of the Facility Use Permit. The deposit will be deducted from the final billing amount. Check or money order should be made payable and mailed to the Page Unified School District, Business Office, PO Box 1927, Page, AZ 86040.

Cancellations

1. If the Facility Use is cancelled within 10 business days of the scheduled date, the deposit will be forfeited.
2. Page Unified School District #8 reserves the right to cancel a Facility Use Permit at any time if the facilities are believed to be unfit or unsafe for any reason.
3. With the Superintendent's authorization, school activities can take precedence over any public activities.

Insurance

1. Any organization, other than one classified as a Class I, must cover itself and the Page Unified School District with an amount no less than \$1,000,000 for bodily injury and property damage; \$1,000,000 Combined Single Limit Per Occurrence and in the Annual Aggregate for Bodily Injury and Property Damage; \$1,000,000 Products/Completed Operation; \$1,000,000 Personal & Advertising Injury. A Certificate of Insurance naming Page Unified School District No. 8 as an additional insured should be attached to this request (including Additional Insured Endorsement CG20 26). A request without such proof cannot be approved. **Page Unified School District carries no primary coverage for non-school activities.**
2. Insurance is due at the same time as the deposit, 30 days before the date of the facility use or upon completion of the Facility Use Permit if completed less than 30 days from the date being requested.
3. Insurance should be submitted to the appropriate school/CAB/Nutrition Dept. Copies will then be sent to the District Office.

Billing

An invoice will be created by the district office and copies will be sent to the user and the school. The amount to be remitted is the Total Amount Due that will appear on the invoice. This includes the cost of the facility rental, equipment rental, and personnel. Additional amounts will be billed if changes are made to the contract. Check or money order should be made payable and mailed to the Page Unified School District, Business Office, PO Box 1927, Page, AZ 86040.

Refunds

1. No refunds will be made for any unused periods of time which have been reserved.
2. All fees for food, supplies and labor used/ordered for catering events will be paid.

FACILITY USE FEES
(Subject to Change With 30 Day Notice)

	PER 4 HOURS OF USE			
	CLASS I	CLASS II	CLASS III	CLASS IV
Classroom	No Charge	10.00	30.00	70.00
Culinary Arts Room	No Charge	20.00	120.00	300.00
Cafeteria, no kitchen	No Charge	30.00	80.00	200.00
Cafeteria with kitchen *see Nutr. Facilities	No Charge	40.00	120.00	300.00
Stadium with Lights				
2 sets	No Charge	150.00	250.00	500.00
4 sets	No Charge	300.00	350.00	800.00
Stadium without Lights	No Charge	20.00	150.00	300.00
Baseball Field	No Charge	40.00	150.00	300.00
Board Room/Training Facility	No Charge	20.00	100.00	200.00
Library	No Charge	20.00	80.00	150.00
Computer Lab	No Charge	20.00	200.00	300.00
Swimming Pool	No Charge	50.00	200.00	300.00
Welding Shop	No Charge	100.00	300.00	450.00
Woodworking Shop	No Charge	50.00	150.00	200.00
Nursing Lab	No Charge	30.00	90.00	150.00
H. S. Gym, no showers or lockers	No Charge	50.00	200.00	300.00
Pool Gym	No Charge	30.00	80.00	175.00
H. S. Wrestling Room	No Charge	30.00	80.00	175.00
M. S. Gym	No Charge	40.00	80.00	120.00
Elementary Gym	No Charge	25.00	70.00	110.00
Vendor	15% of profit - \$75 minimum	15% of profit - \$75 minimum	15% of profit - \$75 minimum	15% of profit - \$75 minimum

ADDITIONAL CHARGES

EQUIPMENT:	<u>Class I</u>	<u>Class II-III-IV</u>
Podium	No Charge	\$10.00
Overhead Projector with Screen	No Charge	\$20.00
Risers (Per Section)	No Charge	\$10.00
Concert Piano	No Charge	\$150.00
Grand Piano	No Charge	\$75.00
Studio Piano	No Charge	\$50.00
Computer labs	No Charge	\$30.00
TV/VCR/DVD players (any combination)	No Charge	\$70.00
Set up/Break down Gym Fee	No Charge	\$30.00
Band Chairs	No Charge	\$10.00 / 100
Music Stands	No Charge	\$10.00 / 100

PERSONNEL CHARGES

1. When the services of a custodian or maintenance worker are required, a fee of \$20.00 per hour will be charged.
2. When the services of student workers are required, a fee of \$12.00 per hour will be charged.
3. When using Kitchen facilities a Nutrition Department employee will be required to be on duty. A fee of \$20.00 an hour will be charged. For events for over 300 participants, 2 staff members will be required.
4. When using the Kitchen facilities, if all high-risk foods (meat products, etc.) MUST be prepared by the Nutrition Department staff to avoid any problems with the Health Department regulations. A food preparation fee of approximately \$25 is required for this service.

NOTES

1. An air conditioning/heating expense of \$48 per hour may be added to the cost if the facility is not being used by the District for Class II, III, IV and V users.
2. The need for supervisory or custodial help will be determined by the school administrator.
3. Cost for an item not listed, but requested, will be determined at the time of rental.

PAGE UNIFIED SCHOOL DISTRICT NO.8 USE OF THE CULTURAL ARTS BUILDING

SCHEDULING

Scheduling for the CAB will be done on a quarterly bases. The schools will have first choice to the dates that they need for school activities. Once they are done scheduling it will be open to the public. The schedule for scheduling is as follows:

Scheduling Dates	Scheduling opens to the Public	Open to schools
January 1st - March 31st	December 1st	
April 1st - June 30th	March 1st	
July 1st - September 30th	June 1st	All Year
October 1st - December 31st	September 1st	

***With the Superintendent's authorization, school activities can take precedence over any public activities.**

FACILITY FEES PER HOUR (first hour/each additional hour)

	Class I	Class II	Class III	Class IV
Full Auditorium (seats 800)	No Charge	300.00/50.00	400.00/50.00	500.00/50.00
1/2 Auditorium (seats 500)	No Charge	100.00/40.00	200.00/40.00	300.00/40.00
Lecture Room (per room)	No Charge	25.00/10.00	50.00/10.00	100.00/10.00
Practice Rooms	No Charge	15.00/5.00	25.00/5.00	25.00/5.00
Class Room	No Charge	15.00/10.00	25.00/10.00	25.00/10.00

PERSONNEL FEES PER HOUR (Class I-IV)

Hourly Fees	Number of People	
	1-500	501-800
CAB Coordinator	15.00	25.00
Use of Equipment	5.00	5.00
Use of outside Equipment	7.00	7.00

- 1. Class I will have the Facility Fees waived but are still required to pay the Personnel Fees.**
- 2. Lecture rooms individually will not incur equipment charges for projectors, computers, or TVs. Will be subject to bathroom/custodial charges.**
- 3. There will be a 10% discount on the final billing for school performances**
- 4. No outside workers (non-school employees) Allowed**
- 5. When the services of a custodian or maintenance worker are required, a fee of \$20.00 per hour will be charged.**
- 6. A 25% deposit is due 30 days before the date of use. If scheduled less that 30 days before the date of use, deposits are due upon completion of the Facility Use Permit. The deposit will be deducted from the final billing amount.**

- 7. If food is going to be served, a \$200 refundable deposit is required. Tables and a serving area will be set-up in the outside entry way. No food or drinks are allowed in the CAB except for water.**
- 8. If food is going to be served, a sign stating the following must be posted:**

The Food Offered here has not been prepared in an approved "Food Establishment". It has been prepared in one or more home kitchens that are not subject to regulation and inspection by the regulatory authority (Coconino County Health Department).

Please understand that you will be consuming food here at your own risk.

- 9. Any group that is being sponsored by a school club must donate 15% of their proceeds to the club they are being sponsored by and 15% of their proceeds to Page Unified School District.**
- 10. Ticket Sale/Admission for groups classified as a Class I must be done by a Page Unified School District employee or school club member. Once proceeds are collected and counted by Page Unified School District, the appropriate funds will be given to the organization holding the event on the following business day.**

PAGE UNIFIED SCHOOL DISTRICT NO. 8 USE OF SCHOOL NUTRITION FACILITIES

SCHOOL (CLUB) USE OF FACILITIES – CLASS I

Dining Rooms

- 1) A Facility Use Form must be completed at the appropriate school office.

Kitchens

- 1) The following must be completed 2 weeks prior to the event date:
 - a. Have Student Council approve the fund raising activity
 - b. Fill out a Facility Use Form at the Nutrition Office.
 - c. Submit a purchase request to the Activities Treasurer for labor and supplies ordered.
 - d. Create Purchase Order to pay for a Nutrition Department employee that is required to be on duty, at a rate of \$20.00 an hour. If more than 300 are to be served, 2 employees are required. This employee is required to assure that safe food handling techniques are used and that the food/equipment does not “walk off”.
 - e. Nutrition Director must approve menu and food/supply orders
- 2) Must provide appropriate number of workers and adult volunteers (parents) to assure a smooth operation, who are responsible for cooking and clean-up
- 3) All high-risk foods (meat products, etc.) MUST be prepared by the Nutrition Department staff to avoid any problems with the Health Department regulations. A food preparation fee of approximately \$25 is required for this service.
- 4) The sponsor is required to be in the kitchen at all times

COMMUNITY USE OF FACILITIES – CLASS II-IV

Dining Rooms

- 1) A Facility Use Form must be completed at the appropriate school office.

Kitchens

- 1) The following must be completed 2 weeks prior to the event date:
 - a. Fill out a Facility Use Form at the Nutrition Office.
 - b. A Nutrition Department employee is required to be on duty. A fee of \$20.00 an hour will be charged. If more than 300 are to be served, 2 employees are required. (This employee is required to assure that safe food handling techniques are used and that the food/equipment does not “walk off”.)
- 2) Must provide the appropriate number of workers a smooth operation, which are responsible for cooking and clean-up.
- 3) All high-risk foods (meat products, etc.) MUST be prepared by the Nutrition Department staff to avoid any problems with the Health Department regulations. A food preparation fee of approximately \$25 is required for this service.
- 4) Provide billing information for food/supplies ordered and labor.
- 5) No outside catering companies are allowed to use the kitchen facilities.

***If the facility is going to be used for a pot-luck dinner, the following sign must be posted:**

The Food Offered here has not been prepared in an approved “Food Establishment”. It has been prepared in one or more home kitchens that are not subject to regulation and inspection by the regulatory authority (Coconino County Health Department).

Please understand that you will be consuming food here at your own risk.

2001 Coconino County Food Code 1-201-10 (31)
(c) (iii) and 3-201.11 (B)

CONTACT INFORMATION

SCHOOL	POSITION	NUMBER
Desert View Elementary School	School Secretary	(928) 608-4137
Lake View Elementary School	School Secretary	(928) 608-4202
Page Middle School	School Secretary	(928) 608-4306
Page High School (Including Track and Pool)	School Secretary	(928) 608-4138
District Office	Business Manager	(928) 608-4100
CAB	CAB Coordinator	(928) 608-5709
School Kitchens	Nutrition Director	(928) 608-4102

USE OF CAB FACILITY

This form must be included with the Permit for Use of School Facilities Form

TODAY'S DATE _____

Name of Organization: _____

Dates of Facility Use: _____

Number of People attending the event: 1-500 501-800

FACILITY OPTIONS:

_____ Full Auditorium _____ Use of Equipment
_____ ½ Auditorium _____ Use of outside Equipment
_____ Lecture Room-How many? _____
_____ Practice Rooms
_____ Class Room

Circle one: Class I Class II Class III Class IV Class V

Will there be school performance? Yes No
If yes, How many? _____ Dates _____

ESTIMATE

Personnel Fees

CAB Coordinator _____ @ _____ = _____

Use of Equipment _____ @ \$5.00 = _____

Use of outside Equipment _____ @ \$7.00 = _____

Custodial/Maintenance _____ @ \$20.00 = _____

TOTAL \$ _____

TOTAL \$ _____

Facility Fees

Facility Fee – 1st hour _1_ @ _____ = _____ & _1_ @ _____ = _____

Facility Fee additional hours _____ @ _____ = _____ & _____ @ _____ = _____

TOTAL \$ _____

TOTAL \$ _____

Personnel Fee Total \$ _____

Facility Fee Total \$ _____

SUBTOTAL \$ _____

School Performance discount _____ 10%

TOTAL \$ _____

DEPOSIT DUE: TOTAL _____ X 25% = \$ _____

FOOD DEPOSIT (if applicable) \$ _____

TOTAL DEPOSIT DUE \$ _____

DEPOSIT DUE DATE: _____ (30 days prior to the Facility Use date)