

AMSD Facility Use Agreement

Board Policy KF – Community Use of School Facilities | Exhibits K-1681, K-1682, K-1683

1. Applicant Information

Organization Name: _____

Address: _____

City / State / Zip: _____

Primary Contact Person: _____

Event Contact Person (On-Site): _____

Cell Phone: _____

Date(s) Requested: _____ Expected Attendance: _____

Building Access time: _____ Closure Time: _____

Start Time of Event _____ End Time of Event _____

Setup Required: ☐ Yes ☐ No

If yes, Setup Date: _____ Setup Time: _____

Assistance needed (Specify need such as technology, custodial, food services, etc.): _____

2. User Classification (Please select one of the following):

☐ **Class I – No Charge (District mission-related groups)**

Examples: School-sponsored activities, teacher organizations, school clubs, PTA organizations, Boy Scouts, Girl Scouts, booster clubs, New Mexico Youth Soccer, and Little League programs.

☐ **Class II – Community organizations**

Examples: community colleges, civic organizations, community concerts, educational organizations, churches, government organizations, recitals, service organizations, cultural organizations, and extended-day resource programs. Fees apply; see the Facility Use Fee Schedule below.

☐ **Class III – Commercial or profit-making organizations.**

3. Facility Use Fee Schedule

Facility	Class II Fee	Class III Fee
Standard Classroom	\$25 per hour (minimum \$25)	\$30 per hour (minimum \$30)
Computer Lab / Specialized Classroom	\$10 per hour	\$30 per hour
Gymnasium (Primary / Secondary)	\$10 per hour	\$30 per hour
Multipurpose Room (MPR)	\$100 per day	\$100 per day
Cafeteria / Kitchen	\$10 per hour	\$30 per hour

Additional Fees and Requirements (Please select all that apply):

☐ Custodial cleanup fee: \$40. (Required with a minimum of 75 attendees)

☐ Audio/Visual equipment operation by a staff member: \$40.

☐ Safety staff: \$40

☐ Kitchen use fee: \$40 (Requires at least one authorized staff member to always be present)

☐ Cleaning fee: \$100

Facility Requested and District Site (check all that apply): _____

☐ Gymnasium

☐ Cafeteria

☐ Computer Lab

☐ Track

☐ Multipurpose Room (MPR)

☐ Classroom

☐ Athletic Field/Playground

☐ Auditorium

Description of Event / Proposed Use:

4. Terms, Conditions, and Safety Requirements

Use of school facilities must comply with all federal, state, and local laws and District policies.

- Alcohol, illegal drugs, tobacco, and nicotine products are prohibited on school property.
- Firearms are prohibited except when carried by certified law-enforcement personnel.
- Fireworks, explosives, hazardous materials, flammable materials, and open flames are prohibited unless specifically approved by the appropriate authority.
- Building exits may not be blocked, and unsafe conditions or tripping hazards may not be created.
- Parking is permitted only in designated areas. Security, traffic control, or additional supervision may be required at the user’s expense.
- Animals must be disclosed in the application and kept leashed, penned, caged, contained, or otherwise under control at all times.
- Temporary booths, stages, platforms, displays, or other structures must be constructed, used, and removed safely.
- Users must keep the premises clean, restore moved furniture or equipment, and complete cleanup within 24 hours or before the next school day.
- Any accident involving bodily injury or property damage must be reported in writing within 24 hours.

Insurance Requirement: Users must provide a copy of proof of liability insurance of at least \$1,000,000 per occurrence naming Aztec Municipal School District as an additional insured when required by the agreement.

5. Emergency Procedures

In case of an emergency, fire, active threat, or other immediate danger, call 911, evacuate or shelter as directed, and do not re-enter the facility until cleared by emergency personnel. As soon as it is safe, notify the District Safety Director at 505-444-0262 and the site administrator; any injury or property damage must also be reported to the District in writing within 24 hours.

6. Approval (Office Use)

Custodian Required:	☐ Yes ☐ No	\$40 (Required with a minimum of 75 attendees)
Security Required:	☐ Yes ☐ No	\$40
A/V Staff Required:	☐ Yes ☐ No	\$40
Food Services:	☐ Yes ☐ No	\$40
Cleaning fee:	☐ Yes ☐ No	\$100
Class II or Class III fees	☐ Yes ☐ No	\$ _____
Estimated Total Fees:		\$ _____

By signing below, each party acknowledges review of the request and approval subject to the terms, conditions, and requirements of this agreement.

Requestor

Signature: _____

Printed Name: _____

Date: _____

Principal

Signature: _____

Printed Name: _____

Date: _____

Superintendent

Signature: _____

Printed Name: _____

Date: _____