

**^K-1650 © KF**  
**COMMUNITY USE OF SCHOOL FACILITIES**  
**Leasing (renting)**

School facilities and property may be leased to extended day resource programs and any person, group or organization for any lawful purpose in the interest of the community. The purposes include, but are not limited to those for recreational, educational, political, economic, artistic, moral, scientific, social, religious, other civic or governmental uses.

A reasonable use fee shall be charged for the lease of school facilities and property and this fee may be offset by goods contributed or services rendered by the lessee. "Reasonable use fee" means an amount that is at least equal to the cost for utilities, services, supplies or personnel provided to the lessee pursuant to the terms of the lease.

**Uncompensated Use**

The Superintendent may permit the uncompensated use of facilities and property by any school related group, including student political organizations, or by any organization whose membership is open to the public and whose activities promote the educational function of the District. "Education function" means uses that are directly related to the educational mission of the District as adopted by the Board and includes the educational mission related uses of parent - teacher organizations, youth organizations and school employee organizations. Use of facilities or property by organizations indicated above that will require a substantial District cost for utilities, services, supplies and/or personnel may be permitted only if goods contributed, services rendered or payments are made to reimburse these costs to the District.

The mission of the District is found in section A of the policy manual (see cross referenced policies below). The mission statement and the group's or organization's promotion of the educational function through the activity, as interpreted by the Superintendent in good faith, will be the basis upon which uncompensated use of District facilities and property shall be approved or denied.

**Generally**

The Superintendent shall annually recommend a fee schedule to the Board for the lease of school property and such schedule shall include a procedure for determining the value of goods and services being provided as compensation for the use of school property. The schedule shall include a designation of those groups whose activities promote the educational function of the School District as determined in good faith by the Superintendent and presented for Board review.

Property not associated with the use of facilities is covered in section E of the policy manual (see cross referenced policies below). The District will use its best efforts to avoid conflicts with approved use of the facilities and property but no lease or use provision shall be effective if the administrator of the facility finds that it would cause delay, cancellation, or rescheduling of a school-sponsored activity.

Proof of liability insurance shall be required for the use or lease of school property pursuant to A.R.S. 15-1105. Amphitheater Public Schools shall be named an additional insured on the Certificate of Insurance.

The Superintendent shall establish such rules and regulations as are needed to implement this policy as well as to assure the preservation of District property.

*Adopted:* date of Manual adoption

LEGAL REF.: A.R.S. 15-511  
15-1105  
15-1141 to 15-1143  
16-411

CROSS REF.: A - District Mission and Belief Statement  
AC - Nondiscrimination / Equal Opportunity  
EDC - Authorized Use of School-Owned Materials and Equipment



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**COMMUNITY USE OF SCHOOL FACILITIES**

**(Filing Procedures for Use of Equipment/Facilities)**

A request is made with the District Facility Coordinator at least two (2) weeks before the requested use.

The District Facility Coordinator shall review the submitted request form. The principal/designee shall note approval or non-approval. If approval is not recommended the request shall be forwarded with an explanation.

If given approval by the District office, costs, evidence of insurance and other requirements are to be indicated and the requests returned as indicated below.

- The request form is sent from the District office to the principal/designee once acted upon. The District Facility Coordinator is responsible for notifying the applicant of the approval, conditions (if any) imposed or denial of approval and reasons.
- If costs are involved, the principal asks the applicant to sign below the area specifying the fees and conditions.

Payment of projected fees are to be received in advance. All liability insurance is to be secured by the applicant, with evidence being sent to the District office one (1) week before the date of use. Failure to secure acceptable liability insurance will cancel the use agreement. Any cost overruns for services or equipment will be billed to the lessee.

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**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.

- All community group activities, including preparations, must be conducted in such a manner that students can continue their educational programs without undue interruption.
- 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.
- 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.
- No alcoholic liquors or beverages shall be brought to or consumed in the buildings or on the grounds.
- Tobacco and smoking is prohibited on school property.
- Possession of firearms is prohibited on school grounds.
- Putting up decorations or scenery or moving pianos or other major furniture is not allowed without prior permission.
- 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.
- All groups must provide the District with documentary evidence of liability insurance with a limit of at least ten thousand dollars (\$10,000) for property damage and one million dollars (\$1,000,000) for bodily injury. Amphitheater Public Schools is to be named as an additional insured on the Certificate of Insurance. Each group will be responsible for the repair or replacement of damaged equipment, furniture, or facility.
- 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.

- 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.
- 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.
- 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.
- 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.
- 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.
- All activities must be conducted within the laws, rules and regulations of the State of Arizona and applicable municipal subdivisions.
- Requests for future use may be denied to an organization that fails to comply with established rules.

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**COMMUNITY USE OF SCHOOL FACILITIES**

**REQUEST FOR USE OF SCHOOL FACILITIES**

The application for use of district facilities may be found directly behind this cover sheet.

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**COMMUNITY USE OF SCHOOL FACILITIES**  
**SCHOOL FACILITIES USER FEES**

**Class I**      *Fees* No charge for District Mission related use.

- |                             |                                   |
|-----------------------------|-----------------------------------|
| School-sponsored activities | Teacher Organizations             |
| School Clubs                | P.T.A. / Organizations            |
| Boy Scouts                  | Booster clubs                     |
| Girl Scouts                 | Arizona Youth Soccer Organization |
| Little League Program       |                                   |

**Class II**      *Fees* See below

- |                                |                           |
|--------------------------------|---------------------------|
| Community college              | Civic organizations       |
| Community concerts             | Educational organizations |
| Churches                       | Government organizations  |
| Recitals Service organizations | Cultural organizations    |
| Extended day resource programs |                           |

**Class III**      *Fees* See below

Commercial or profit-making organizations

<b>Facility</b>	<b>Class II</b>	<b>Class III</b>
Classroom-Standard	\$X per hour \$X added hours	\$X per hour \$X added hours
Computer lab/specialized	\$X per hour \$X added hours	\$X per hour classroom \$X added hours
Auditorium	\$X per hour \$X added hours	\$X per hour \$X added hours
Gymnasium - Primary	\$X per hour \$X added hours	\$X per hour \$X added hours
Gymnasium - Secondary	\$X per hour \$X added hours	\$X per hour \$X added hours
Cafeteria and kitchen	\$X per hour \$X added hours	\$X per hour \$X added hours
Cafeteria only	\$X per hour \$X added hours	\$X per hour \$X added hours



Football stadium			
w/o lights	\$X per hour	\$X per hour	
	\$X added hours	\$X added hours	
with lights	\$X added hours	\$X added hours	
Outdoor playfield			
w/o lights	\$X per hour	\$X per hour	
	\$X added hours	\$X added hours	
with lights	\$X added hours	\$X added hours	

### **Goods and Services Contributed**

A person, group or organization may contribute goods or render services as full or partial payment of the user fee. The value of the goods will be determined by the District based upon established market price, trade in value, posted prices or where these methods prove impractical, appraisal or barter may be employed so long as the procedure is advantageous to the District. The value of services rendered shall be based upon the hourly wages of a beginning employee of this or another Arizona School District performing similar functions as determined by the District. Should disagreement between the contributor and the District occur as to the value of the goods or services offered, the District reserves the right to refuse to accept the offer.