



AMPHITHEATER PUBLIC SCHOOLS
Facilities and Service Usage Agreement

701 West Wetmore Road
Tucson, AZ 85705
Phone (520) 696-5140
Fax (520-696-5068

Please take a moment to check your contracts carefully. When you have confirmed that they are correct, please sign the top three documents and send the signed originals back to the Facility Usage Office. After all documents have been received a final signed contract will be sent to both you and the school, please have your signed contract available when you are utilizing the school site. This is your proof that you are entitled to be on the premises, and it may help clear up any confusion regarding set-up requirements on the day of the event. Please keep the copy of the invoice to submit with your payment (due 2 weeks before event).

Please provide a certificate of liability insurance showing that your organization has liability coverage in place. "Amphitheater Public Schools" must be on this certificate as an additional insured.

Should you have any questions regarding the contract, please contact my office at (520) 696-5140 prior to signing the document.

Karin Smith
Facility Usage Coordinator
Amphitheater Public Schools
701 West Wetmore Road
Tucson, AZ 85705



COMMUNITY USE OF SCHOOL FACILITIES

STATEMENT OF INFORMATION AND INDEMNIFICATION

Each person, group or organization requesting the use of certain school facilities ("Facility" - auditoriums, gymnasiums, cafeterias, multipurpose buildings, ramadas, and classrooms) for an activity or presentation shall, as a condition for the issuance of the permit, file the following statement.

The undersigned states that, to the best of his/her knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act that is prohibited by law, or for the commission of any crime.

Indemnity, Liability and Insurance

Lessee agrees to conduct its activities in the Facility in a careful and safe manner. As a material part of the consideration to the Amphitheater Unified School District ("District"), Lessee hereby assumes all risk of damage to and loss or theft or property, and injury or death to persons related to Lessee's use or occupancy of any portion of the Facility from any cause whatsoever, and Lessor hereby waives all claims in respect thereof against the District.

Each party (as "Indemnitor") agrees to indemnify, defend and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorneys' fees) (hereinafter collectively referred to as "claim") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the indemnities, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees or volunteers.

Pursuant to A.R.S. 15-1105 et seq., Lessee agrees to procure, at its expense, and maintain during the term hereof, a policy of general liability insurance, against claims for bodily injury, death and property damage occurring in connection with Lessee's use of any portion of the facility. This insurance shall be provided in limits of not less than \$300,000/\$1,000,000 for bodily injuries and \$50,000 for property damage. Lessee shall provide the District with a certificate evidencing such insurance coverage is in effect. Lessee shall show Amphitheater Public School as an additional insured on the certificate.

Lessee:

Name of Organization

Signed

Printed Name & Title

Today's Date



AMPHITHEATER PUBLIC SCHOOLS

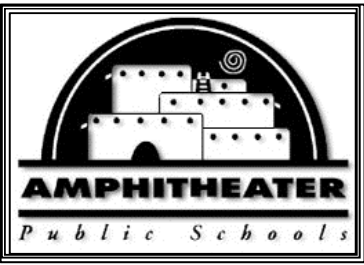
Facilities and Service Usage

Regulations for Users
701 West Wetmore Road
Tucson, AZ 85705
(520) 696-5140
Fax (520-696-5068

1. Applications should be submitted at least 14 working days prior to date of use.
2. Applicants must also submit a statement that the facilities will not be used in an illegal manner for an illegal purpose.
3. Administrators or custodians are to have access to all facilities at any and all times.
4. All properties are to be accounted for and left in as good condition as received. Extra property is to be removed from the premises no later than 24 hours after the performance.
5. No lighting, wiring, or scenery is to be changed except by special written permission from the principal of the school, and, when such special written permission is granted, such lighting, wiring, or scenery must be replaced as directed at the expense of the party requesting the change.
6. The Lessor reserves the right to refund deposits paid in advance for rental of any facilities, should the Governing Board decide the performance presents a clear and imminent danger to the facilities or to persons who may be present, and to cancel the use of the facility on the date or dates specified in this agreement by giving notice in the following manner: by telephone, messenger, letter to address as given, or inserting one (1) advertisement in a daily newspaper in Tucson, at any time prior to any such event.
7. In accordance with Arizona Revised Statute 15 - 1105.C, the Governing Board shall require the Applicant/Lessee to provide evidence of liability insurance and evidence of same (satisfactory to Lessor) filed with the Lessor at the time of signing the Lease agreement. This insurance shall be provided in the minimum limits of \$300,000/\$1,000,000 for bodily injuries and \$50,000 for property damage. Lessee shall show Amphitheater Public Schools as an additional insured on the certificate.
8. Rental payments are due and payable BEFORE facilities are used unless other arrangements are made through the Superintendent's office.
9. Alcoholic beverages and all tobacco products are PROHIBITED on all school premises.
10. Possession of Fire Arms is PROHIBITED on all school premises.
11. All rental agreements shall be used to defray the expense of making the premises available to Lessee.

Lessee's Signature

Date



**AMPHITHEATER PUBLIC SCHOOLS
Facilities Rentals and Service Usage Agreement**

701 West Wetmore Road, Tucson AZ 85705 7:30am - 11:30am M-F
Phone (520) 696-5140 / FAX (520) 696-5068

REQUEST ONLY

Date Submitted: _____ (This date must be at least 2 weeks before date of event)

Site: _____ (if classroom - specify room #) _____
 Facilities: _____ (if outside field specify location) _____
 Restrooms/HVAC Available-Please Request (if "other" please specify here) _____

Remarks: The Facility Usage Coordinator **MUST BE NOTIFIED IMMEDIATELY** of ANY changes or modifications requested to the contract or invoice by calling the facility usage phone: 696-5140, leaving a message explaining the change or request with the district employee and the owner or representative of the group present. The facility usage coordinator will update the contract/invoice the following work day and appropriate fees will be paid in full upon receipt of invoice.

SCHOOL ACTIVITIES HAVE PRIORITY

STATE LAW PROHIBITS POSSESSION OF FIRE ARMS - USE OF DRUGS - ALCOHOL - TOBACCO AND OPEN FLAMES (INCLUDING CANDLES) ON SCHOOL CAMPUS

Date of Event: _____
 # of Days: _____ # Hours: _____
 Event Start/End Times: _____
 Open/Close Times: _____
 # of cust. & Cust. Hours: _____
 Organization: _____
 Activity: _____
 # of Participants: _____
 Responsible Party: _____
 Street Address: _____
 City, State, Zip: _____
 Daytime Phone: _____
 Cellular Phone: _____
 Email: _____

CHECKLIST OF NEEDS

- Custodial Services
- Restrooms
- HVAC
- Cook Needed
- Special Equipment Needed
- Audiovisual Equipment
- Public Address System
- Scoreboard Controls
- Kitchen Equipment
- Concession Stand Equipment and Keys
- Stage Equipment
- Special School Personnel
- Keys for Access to:
 - Custodial Services
 - Open building
 - Close Building
- Extra time needed for extra cleanup _____ Hour(s)
- Custodial time needed to set up before event _____ Hour(s)

Please answer the following questions:
 There will ____ will not ____ be an admission charge.
 If yes amount charged: Adults \$ _____ Children \$ _____ Age _____
 If yes proceeds will be used for: _____
 There will ____ will not ____ be an parking charge.
 If yes amount charged: \$ _____
 If yes proceeds will be used for: _____
 Rental fees will include custodial or school personnel services, utility costs, and equipment usage fee, if applicable.
 Note: Food services charges are contracted and paid separately.

I/We agree to become familiar with and abide by the printed rules and regulations of the District concerning the public use of school facilities and conduct on school grounds.

It is understood that all rates quoted, as well as other conditions stipulated, are a part of the agreement and that proof of liability insurance is required.

Signature of responsible party _____ Date: _____



AMPHITHEATER PUBLIC SCHOOLS
Facilities and Service Usage

701 West Wetmore Road
 Tucson, AZ 85705
 Phone (520) 696-5140
 Fax (520-696-5068

DATE: January 0, 1900

Invoice # 0

TO: _____ 0
 _____ 0
 _____ 0
 _____ 0

UPON RECEIPT OF THIS INVOICE, PLEASE REMIT THE FOLLOWING FACILITY USAGE CHARGES TO:

Amphitheater Public Schools
 Atten: Karin Smith - Facility Usage
 701 West Wetmore Road
 Tucson, AZ 85705

FACILITY	EVENT	DATE(S)
0 0	0	Saturday, January 00, 1900

DESCRIPTION OF CHARGES	AMOUNT
Rent	\$0.00
Utilities	\$0.00
Custodian	\$0.00
Equipment	\$0.00
AV Tech	\$0.00
Balance due 2 weeks prior to event	\$0.00

REMARKS/SPECIAL INSTRUCTIONS

	0		0		0		
	0		0				= Hours
			#	Additional	Hour		
	2hr Min.	Each Additional Hour	Additional	Hour	Charges	# Days	
Rent	\$0.00	\$0.00	0	\$0.00	0	\$0.00	
Utility *	\$0.00	\$0.00	0	\$0.00	0	\$0.00	
Custodial *	\$25.00	(Custodian rate is per hour	0	\$0.00	0	\$0.00	
Equipment:	\$18.50	(Rate is per hour)	0	\$0.00	0	\$0.00	
AV Tech*		(Rate is per hour)	0	\$0.00	0	\$0.00	
					Total	\$0.00	

* Add one hour for Utility, Custodial and A/V Tech hours



AMPHITHEATER PUBLIC SCHOOLS
Facilities and Service Usage Agreement
701 West Wetmore Road (OR email to ksmith@amphi.com)
Tucson, AZ 85705
Phone (520) 696-5140
Fax (520-696-5068

RENTERS FEED-BACK FORM

Please take a minute to let us know how it went! Let us know how we could improve our facility, event set up, break down or let us know what worked and what you appreciated about using our facility!

Thank you!

Date of event: January 0, 1900 Contract # 0

Site: 0

Facilities: 0

Remarks: _____

Hours: 12:00 AM

Open/close: 12:00 AM

Organization: 0

Activity: 0

Participants: 0

Responsible Party: 0

Address: 0
0

Daytime Phone: 0 email: 0

COMMENTS/SUGGESTIONS:

Reviewer's Name/Title - printed: _____

Reviewer's Signature: _____ Date _____

*Please fill out this page after your event and return it to the Facilities Usage office at the address above.
Thank you!*