

## COMMUNITY USE OF SCHOOL FACILITIES

It shall be the policy of the Board to grant the use of school facilities to any person, group or organization for any recreational, educational, political, economic, artistic, moral, social, or other civic purposes in the interest of the community, including extended day resource programs. Such use shall not interfere with any school activity.

Except for activities that result in personal or corporate gain, the authorized representative of the Board may approve the use of school facilities by nonschool organizations. Charges shall be made according to the schedule of fees developed by the Superintendent and approved by the Board. Proof of liability insurance with minimum limits of one million dollars (\$1,000,000) shall be required for the use or lease of school property pursuant to A.R.S. 15-1105. 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. If damage to the facilities occurs as the result of irresponsibility on the part of the applicant, charges shall be made to cover the amount of the damage.

The Governing Board reserves the right to cancel any agreement if, after investigation, it is deemed that such use is not in the best interest of the District.

*Adopted:* November 19, 2003

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

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

## COMMUNITY USE OF SCHOOL FACILITIES

The building principal may deny a request to provide space for use as a polling place if within two (2) weeks after a request has been made the principal provides a written statement indicating a reason why the election cannot be held in the school that includes any of the following:

- Space is not available at the school.
- A disruption of the normal school activities would occur.
- The safety or welfare of the students would be jeopardized.

Posting of political signs and other electioneering activities will not be permitted on school property at any time, including on Election Day at school sites used as polling places.

## COMMUNITY USE OF SCHOOL FACILITIES

The following are regulations and procedures for the use of school facilities:

- Necessary application forms shall be obtained from the School that you wish to use, filled out, and returned to that School's Administrative Office for processing.
- Each application must be submitted at least two (2) weeks in advance.
- If a rental charge is required, it shall be paid in the District business office. All checks shall be made payable to Fountain Hills Unified School District #98.
- School premises shall not be available on such occasions or during such hours as have been scheduled in advance by the various school principals for school exercises or functions in connection with regular schoolwork. **School activities shall always be given priority for use of facilities.**
- Persons or organizations using any school facility that includes a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off the stage except under the direction of District personnel.
- Access to rooms or facilities other than approved by application shall not be permitted.
- No intoxicants, tobacco products or narcotics shall be used in or about school buildings and premises, including playing fields, nor shall profane language, quarreling, fighting, or gambling be permitted.
- The programs offered in or during the use of any school premises shall at no time contain any matter that might tend to cause a breach of the peace, or that constitutes subversive doctrine or seditious utterances, or that agitates for changes in our form of government or social order by violence or unlawful methods.
- Juvenile organizations must have adult sponsorship and supervision.
- Responsibility for loss or damage to any equipment, furniture, or portion of the facility rests solely with the person/group receiving the permit. Such damage shall be reported to the principal of the facility involved.
- No preparations shall be used on the floors at any time by groups using the building for dancing.

## REGULATION

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- No person shall erect any engine, motor, or other machinery on the premises or use any gas, electricity, flammable liquid, or charcoal therein without prior approval from the Administrator for Support Services.
- No portions of the sidewalks, entries, passageways aisles, doors, elevators, vestibules, windows, ventilators, lighting fixtures, or ways of access to the public utilities of the premises shall be obstructed or caused to be used for any purpose other than ingress or egress. **Any damage resulting from any misuse of any portion of the premises shall be paid for by the applicant.**
- The applicant shall not post or permit to be posted any sign upon the premises or anything that will tend to injure, mar, or in any manner deface the premises, and will not permit nails, hooks, adhesive fasteners, tacks, or screws to be installed on any part of the building or premises. Signs may be posted only on billboards provided for such use. The hanging of pictures, banners, or any other items on walls or draperies requires prior written approval by the Administrator for Support Services.
- The applicant shall not distribute, circulate, or permit to be circulated any advertising matter or written programs at the entrance to or on any part of the premises that does not pertain completely to the activities of the applicant as understood by the District. At no time shall any such advertising matter or programs be distributed or circulated on parking facilities or sidewalks adjacent to the facilities.
- Persons will not be permitted inside any facility in excess of the established capacity. Enforcement of this requirement rests solely with the applicant.
- Food or drinks shall not be allowed inside the District buildings without prior approval by the Administrator for Support Services.
- The applicant has the responsibility to obtain any additional permits and licenses required by law and shall permit inspection by appropriate agencies and persons.
- A school employee shall be on the school grounds at any time facilities are being used by outside groups. When custodians normally are not on duty, any group using school facilities must pay for the custodian's time, in addition to any rental fee as prescribed.
- All functions must end as per the prearranged contract conditions. Facilities must be vacated by 11:00pm. unless permission is otherwise granted specifically in the contract. It is the responsibility of the applicant to see that this procedure is followed.
- Equipment such as projectors, record players, microphones, etc., will be available for use under these regulations, provided supervisory arrangements

**REGULATION****REGULATION**

have been made with school personnel.

- Any person applying for the use of school property on behalf of any society, group, or organization shall be an official representative of the applicant group and must present written authorization from the applicant group to make such application.
- Before using school facilities, it is the responsibility of the organization to provide proof of liability insurance in accordance with Arizona Revised Statutes. The Fountain Hills Unified School District #98 shall be named in the policy as "additional insured."
- The District reserves the right to reschedule any or all facilities for another purpose or group should a priority need arise.
- The use of school facilities on days when school is not in session will be subject to the availability of a District custodian. The fees charged on such days will reflect the additional cost of the employment of a custodian by the District.
- It is mandatory that at least one lunchroom employee be in attendance when the kitchen is to be used. Arrangements for use of the kitchen and determination of the charges involved shall be made by the District authorities. Charges will be based upon the number of employees involved and the number of hours worked.
- Violation of these rules by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.

## COMMUNITY USE OF SCHOOL FACILITIES

### Compensated Use

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.

A schedule of fees and direct expenses shall be adopted annually. This schedule shall include the following categories of usage:

- *Category I.* School-sponsored and non-fund-raising, nonprofit groups that are specified by law or involve a majority of students from the District. This user category is exempt from facility rental fees, but subject to all personnel cost incurred by the District. This class includes, but is not limited to, staff and student groups or clubs, school teams, parent councils, PTA/PTO, booster clubs, et cetera.
- *Category II.* Groups and organizations that for the most part do not involve only students from the District and/or will not likely perform educational functions for District students. This category of user is also subject to all personnel and out of pocket costs incurred by the District. Equipment rental fees will apply to this group as well. This class includes, but not limited to, Scouts, Campfire Girls, Little League, Pop Warner, and Soccer.
- *Category III.* Commercial or profit making organizations. (See schedule).

Any individual, group, or organization presumptively classified as Category II may submit a request for uncompensated use of school facilities, which shall include an explanation of why uncompensated use should be permitted. The Superintendent is authorized to make the final decision on such request.

### Uncompensated Use

The Superintendent may permit the uncompensated use of school buildings and grounds by any District or school related group, or by any non-school related community nonprofit organization whose membership is open to the public, provided that the activity for which the facility is to be used promotes the educational function of the School District. "Education function" means

**REGULATION****REGULATION**

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. 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.

"Uncompensated use" means that the group or organization pays only the District's direct costs resulting from the use of the facilities. The Board has determined, in good faith, that recreational or educational activities for the youth residing within the District's boundaries promote the educational function of the District.

EXHIBIT EXHIBIT

COMMUNITY USE OF SCHOOL FACILITIES

APPLICATION FOR USE OF SCHOOL FACILITIES

Date of application \_\_\_\_\_ Date of use \_\_\_\_\_

Starting time \_\_\_\_\_ Ending time \_\_\_\_\_

During the hours from \_\_\_\_\_ to \_\_\_\_\_

Request for use of \_\_\_\_\_ (School Facility)

Request made by \_\_\_\_\_ (Sponsoring Group or Organization)

Note: For a series of meetings during the current school year, all dates must be listed on a separate sheet and attached to this application.

Facility desired

- Multipurpose room (Gym) Outside area (specify) Classroom Other (specify) Library Expected attendance

The purpose of this meeting or function is \_\_\_\_\_

Admission charge: Yes No

The following equipment will be needed (equipment requested will be provided only if available at the school to be used).

Blank lines for listing equipment needed.





**COMMUNITY USE OF SCHOOL FACILITIES  
(FACILITIES FEE SCHEDULE)**

*Basic schedule for Monday through Friday use, District holidays and vacations excluded.*

These rates are on a per-hour basis.

Facility Description	Category I	Category II	Category III
General Classroom	N/C	N/C	\$15.00
Life Management	N/C	N/C	\$30.00 No equipment or supplies
Library	N/C	N/C	\$20.00
Multipurpose Room	N/C	N/C	\$40.00
Small Gymnasium	N/C	N/C	\$40.00
Large Gymnasium	N/C	N/C	\$50.00
Computer Lab	N/C	N/C	\$20.00
Lecture Hall	N/C	N/C	\$20.00
Track	N/C	N/C	\$85.00 4 hr. Maximum charge
Football Field	N/C	N/C	\$85.00 per day (8 hrs.)
Baseball Field	N/C	N/C	\$100 per day (8 hrs.)
Softball Field	N/C	N/C	\$60.00 per day (8 hrs.)
Cafeteria	N/C	N/C	\$30.00
Dance Room	N/C	N/C	\$20.00
Art/Drawing	N/C	N/C	\$20.00 No equipment or supplies

1. The cost of cleanup is not included in this fee and will be charged unless done by user.
2. These fees are figured to the nearest one-half hour.
3. The facilities can be used only on days when regular school is in session unless special arrangements are made with the Administrator of Support Services.
4. Organizations needing chairs, tables, etc., will be responsible for "setup" and "takedown."
5. Smoking is prohibited in the buildings and anywhere on the school property.
6. Possession or consumption of alcoholic beverages or controlled substances in the buildings or on the school grounds is prohibited.
7. If security guards are necessary for parking and/or supervision, the applicant will contract directly with an established security company
8. Restrooms are included with all outdoor athletic areas.

**FEES FOR SPECIAL EQUIPMENT**  
(for all categories)

Table and chairs (setup and takedown) .....	\$10.00 per 100 chairs
District equipment; i.e., audiovisual, musical, etc. (excluding Category I).....	\$2.50 per unit
Custodial/cafeteria employee fees .....	\$15.00 per hour regular time
.....	\$25.00 per hour overtime
Lighting for sports field/gymnasium .....	\$7.50 per hour
Kitchen Equipment per use determined by Principal	
Athletic Equipment per use determined by Principal	