

Santa Cruz Valley Unified School District No. 35



Facilities Use Guide

Educate Everyone Every Day

Welcome to Santa Cruz Valley Unified School District,

District-owned facilities are available for public use pursuant to Arizona Revised Statutes 15-1105 et seq. Our Governing Board has adopted the spirit and intent of this public law by opening District facilities to the public. In doing so however, the District cannot subject itself or its residents to any liability not otherwise assumed in the normal course of our operations.

In order for Santa Cruz Valley Unified School District to comply with State statutes, please read all facility use guidelines carefully. These guidelines should alert applicants to their responsibility to maintain a safe environment for the event and to protect the District facility.

Please assist us in providing a safe environment for all participants by checking all conditions of the facility you have leased. Our goal is to ensure a positive relationship between participants and the Santa Cruz Valley Unified School District. Please communicate any concerns and/or conditions that need attention.

Outlined below are the steps for facility use in Santa Cruz Valley USD:

- Review Facility Use Guidelines
- Complete Application and submit to District Office two weeks prior to your event.
- If application is approved you must then complete an agreement and submit your fees accordingly.
- After your event, the deposit will be reimbursed within two weeks if the facility is left in good standing.

If you have any questions, feel free to contact our District at (520) 375-8287 / jfanning@scv35.org.

ATTACHMENT 1: FACILITY USE GUIDELINES

Facility Use Guidelines

General Safe Practices

The occupant shall adopt and follow safety measures during its operations at the district facility.

Cooperation

The occupant is expected to cooperate with district personnel to promote safe operations. The occupant should review the specific facility use guidelines below, and any additional safety and security recommendations, with district personnel prior to use of the facilities.

Facility Use Guidelines

Facility use shall be conducted in compliance with all applicable statutes, rules, and regulations, and with district policy.

The occupant shall require participants to wear appropriate clothing, and shall furnish such clothing if necessary.

The occupant shall observe district vehicle parking guidelines. The occupant shall not allow any parking in areas marked with red, indicating a fire lane.

The occupant shall maintain all occupied facility areas in a clean, well-organized manner.

If playground equipment is used, the occupant shall provide adult supervision of at least one adult for every 20 children using equipment.

If the property (or premises) will be used for an athletic activity, the occupant shall comply with the requirements of A.R.S. Section 15-341(A)(24) regarding concussions and head injuries.

Any electrical tools, appliances, or extension cords used by the occupant shall be in good condition. Extension cords are to be taped to the floor to avoid a trip hazard.

All means of access or egress shall be identified by the occupant and communicated to participants.

The occupant shall identify and inform participants of any areas in which travel is not permitted.

Roadways and sidewalks to be used shall be inspected by the occupant and must

remain clear of obstructions during use.

All materials used shall be properly handled, stored, or stacked.

The occupant shall provide signs and markers necessary to inform participants of rules and maintain the facility in a safe manner.

The occupant shall not smoke, nor serve or use alcohol or narcotic drugs, during use of the facility, with the exception of the consumption of alcohol if permitted by the district, subject to the district's policies and procedures.

The occupant shall maintain a list of emergency agencies and phone numbers at all times.

The occupant shall be aware of the location of any available emergency equipment.

The occupant shall provide adequate supervisory personnel to ensure that the foregoing guidelines are implemented and followed during facility use.

Occupant (organization) name: _____

Occupant contact name (print): _____

Occupant contact signature: _____ Date: _____

**ATTACHMENT 2: FACILITY USE GENERAL LIABILITY
QUESTIONNAIRE**

Facility Use General Liability Questionnaire

Facility: Arizona School Risk Retention Trust, Inc. (0524)

District/Campus: _____

1. Name of occupant: _____

2. Occupant contact name: _____

Phone: _____

3. E-mail address: _____

4. Mailing address: _____

5. City: State: Zip: _____

6. Name and address of specific school facility/location to be used: _____

7. Name and description of event: _____

8. Have you held this event before? _____

9. If yes, were there any losses or claims? _____

10. Will there be armed private security at this event or activity (not including police officers who are on or off duty)? _____

11. Date(s) of event: Number of days: _____

12. Beginning time of event: _____ Ending time of event: _____

13. Average number of participants/attendees per day: _____

14. Is the event indoors or outdoors? (Circle one.) If outdoors, will it be fenced? _____

15. Admission price: _____ Estimated gross receipts: _____

16. Are seats temporary or permanent construction? Describe seating provided (e.g., folding chairs, bleachers, etc.): _____

17. Is seating reserved or general admission? _____
18. Do you require liquor liability coverage? _____
19. Number of exhibitors who do not sell products or services and who will not provide their own insurance? _____
20. Number of concessionaires who sell non-food products or services and who will not provide their own insurance? _____
21. Number of concessionaires who sell food products and who will not provide their own insurance? _____
22. Number of attractions (performer, etc.) who will not provide their own insurance? _____
23. Is a stage involved? _____ If yes, is it temporary or permanent? _____
24. Is temporary lighting or sound involved? If yes, who is responsible for rigging/operation? _____
25. Will occupant provide ushers? _____
26. Is the purchase of food and/or drink required of participants? _____

Occupant contact signature: _____ Date: _____

Occupant contact name (print): _____

Occupant contact title (print): _____

District representative signature: _____ Date: _____

District representative name (print): _____

District representative title (print): _____

NOTE: OCCUPANT IS RESPONSIBLE FOR ANY APPLICABLE INSURANCE

DEDUCTIBLE.

ATTACHMENT 3: FACILITY USE AGREEMENT

ARIZONA SCHOOL RISK RETENTION TRUST, INC.

FACILITY USE AGREEMENT BETWEEN

District name: Santa Cruz Valley Unified School District #35

AND

Name of organization using facility: _____

1. PARTIES

The parties to this agreement (the "Agreement") are Santa Cruz Valley Unified School District #35, hereinafter referred to as "DISTRICT", and _____, hereinafter referred to as "OCCUPANT."

2. RECITALS

This Agreement is made based upon the following facts:

2.1 OCCUPANT has requested that DISTRICT make available the _____ ("FACILITY") to be used by OCCUPANT for occasional use as a/an _____.

2.2 OCCUPANT represents that FACILITY will only be used for the purpose so stated.

3. USE

When using FACILITY or any portion thereof, OCCUPANT agrees to comply with all applicable federal, state, and municipal laws and regulations, and with the policies and regulations of the DISTRICT pertaining to the use and occupancy of FACILITY. OCCUPANT agrees to take good care of FACILITY and any equipment and furniture located therein, and to leave FACILITY at all times in as good order and condition as existed prior to OCCUPANT's use thereof. OCCUPANT shall not use or allow any portion of FACILITY to be used for any unlawful purpose. OCCUPANT shall not commit or allow to be committed any waste or nuisance in or about FACILITY, or subject FACILITY to any use that would damage any portion of FACILITY or raise or violate any insurance coverage maintained by DISTRICT. OCCUPANT shall not allow a number of persons in any portion of FACILITY at any time in excess of the legal or normal capacity of such portion of FACILITY. OCCUPANT shall not permit any food, drink, or smoking in any portion of FACILITY without the prior written consent of DISTRICT. OCCUPANT

agrees that DISTRICT has not agreed and will not agree to warrant the suitability or safety of FACILITY or any of FACILITY's contents for the uses intended by OCCUPANT, such that OCCUPANT accepts full responsibility thereof. If a key is issued to the OCCUPANT for access to the FACILITY, and the key is lost by the OCCUPANT or any person given the key by the OCCUPANT, the OCCUPANT is responsible for, and will pay in full, the cost of rekeying all locks that could be opened by that key, and the cost of replacing all keys required to be replaced as a result of the loss of the key. If the property (or premises) will be used for an athletic activity, OCCUPANT shall comply with the requirements of A.R.S. Section 15-341(A)(24) regarding concussions and head injuries.

4. SCHEDULING

OCCUPANT shall schedule by written notice to the DISTRICT to:

Name: _____
Address: _____
City, State Zip: _____

Said written notice will state the exact times during the term hereof that OCCUPANT desires to use any portion of FACILITY. OCCUPANT shall confirm the date, time, and function of usage of FACILITY by follow-up telephone call with:

Name: Community Outreach Coordinator John Fanning
Phone: Office (520) 375-8287 Cell (520) 241-6502

Said confirmation shall occur at least fourteen (14) days prior to such intended use. If OCCUPANT has not so scheduled and confirmed for its use any portion of FACILITY prior to such time, then DISTRICT shall be free to use or allow others to use such unscheduled portion of FACILITY at its discretion.

5. TERM

The term of this Agreement shall commence on _____ and end on _____, at which time OCCUPANT's rights to use the FACILITY under this Agreement shall automatically expire unless otherwise extended by DISTRICT in its sole and absolute discretion.

6. CLASSIFICATION & COMPENSATION

***Class I. School-related, student-centered groups that exist for the sole purpose of contributing to the success of District students.**

Custodial services for non-school hours and utilities fees will apply.

Examples include:

School-sponsored activities Teacher Organizations

***Class II. Non-profit organizations as specified by law (must provide I.R.S. 501(c)(3) acceptance letter) that involve District students.**

Examples include:

Educational Organizations Booster Clubs P.T.A. Organizations
Boy/Girl Scouts Youth Sports Programs**

***Class III. 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.**

Examples include:

Community College Civic Organizations Community Concerts
Churches Government Organizations Service Organizations
Cultural Organizations Homeowners Associations

Class IV. Commercial or for-profit organizations.

*All Class I, II or III users are required to submit documentation showing their non-profit status upon request.

**Non-profit youth sports programs using only athletic fields are exempt from paying the \$100.00 deposit.

Facilities will be closed and not available for use on District approved holidays. All school facilities will be unavailable two weeks before the new school year begins.

Santa Cruz Valley Unified School District No. 35

RENTAL RATES			
FACILITY	Class I	Class II & III	Class IV
	Hourly Rate	Hourly Rate	Hourly Rate
Classroom	N/A	\$15/hr	\$30/hr
Computer Lab	N/A	\$20/hr	\$40/hr
Library	N/A	\$20/hr	\$40/hr
Conference Room (D.O./Transp.)	N/A	\$15/hr	\$30/hr
Multi-purpose Room	N/A	\$30/hr	\$60/hr
Kitchen*	N/A	\$10/hr	\$20/hr
RRHS Gym (auxiliary)	N/A	\$30/hr	\$60/hr
RRHS Gym (main)	N/A	\$35/hr	\$70/hr
RRHS Weight Room	N/A	\$15/hr	\$30/hr
ATHLETICS/FIELD			
Football Field or Track			
<i>With lights, fee per use applies plus utilities hrly fee</i>	N/A	\$15/hr	\$30/hr
<i>Without lights</i>	N/A	N/A	\$120 per use
Baseball Field			
<i>With lights, fee per use applies plus utilities hrly fee</i>	N/A	\$15/hr	\$30/hr
<i>Without lights</i>	N/A	N/A	\$120 per use
Elementary Fields			
<i>Without lights</i>	N/A	N/A	\$30 per use
Middle School Fields			
<i>With lights</i>	N/A	\$15/hr	\$120 per use
<i>Without lights</i>	N/A	N/A	\$40 per use
PERSONNEL			
Custodial	\$30/hr	\$30/hr	\$30/hr
Food Service Worker	\$16/hr	\$16/hr	\$16/hr
EQUIPMENT			
Projector	N/A	\$25 flat fee	\$25 flat fee
Portable Public Address System	N/A	\$75 flat fee	\$75 flat fee
<p>*Personnel required - any group requesting the use of a kitchen, set-ups, clean up or the opening of facilities during non school hours will be charged custodial or food service personnel fees</p>			
<p>Charges for fields with lights will begin as follows:</p> <p>At 5pm the months of: January, February, October, November and December</p> <p>At 7pm the months of: March, April, May, June, July, August and September</p>			
<p>DEPOSIT: \$100 deposit applies to all categories. Except to non-profit youth sports programs using only athletic fields. Deposit is fully refundable if facility is left in good condition</p>			

PERFORMING ARTS CENTER (PAC) RENTAL RATES

- **Auditorium Usage - \$250 flat fee**
 - ✓ **Four-hour minimum usage**
 - ✓ **\$50 Each hour additional fee after the first four hours**
- **Technology Usage - \$50 an hour**
 - ✓ **Microphone included**
 - ✓ **Projector included**
 - ✓ **Sound system included**
 - ✓ **Lighting included**
- **Custodial**
 - ✓ **\$30 an hour based on Sodexo overtime pay schedule**
 - ✓ **Opening and closing of PAC**
 - ✓ **Custodian will be responsible for cleaning the PAC facilities after use**
 - ✓ **Custodian will be present throughout entire event time frame**
- **PAC Technician**
 - ✓ **\$35 an hour**

7. INSURANCE

Pursuant to A.R.S. Section 15-1105 et seq., OCCUPANT 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 OCCUPANT's use of any portion of FACILITY and/or FACILITY's contents, which insurance shall name DISTRICT as an additional insured and be primary and non-contributing to any coverage maintained by or on behalf of DISTRICT. Such insurance shall have minimum limits of \$1,000,000.00 per occurrence, and OCCUPANT shall provide DISTRICT with a certificate evidencing that such insurance coverage is in effect.

8. LIABILITY AND INDEMNITY

OCCUPANT agrees to conduct its activities in FACILITY in a careful and safe manner. As a material part of the consideration to DISTRICT, OCCUPANT hereby assumes all risk of damage to and loss or theft of property, as well as injury or death to persons, related in any way to OCCUPANT's use or occupancy of any portion of FACILITY from any cause whatsoever, including when caused in whole or in part by OCCUPANT, and OCCUPANT hereby waives all claims in respect thereof against DISTRICT. OCCUPANT shall indemnify, defend, and save harmless DISTRICT and all of its employees, agents, and representatives from any and all claims, notices of claim(s), demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including

any attorney's fees and/or litigation expenses, which may be brought or made against or incurred by DISTRICT, on account of loss of or damages to any property and/or for injuries to or the death of any person(s) arising in whole or in part out of any act or omission by OCCUPANT or its employees, agents, representatives, invitees, or subcontractors, or arising in whole or in part out of its and/or their use of FACILITY, or arising in whole or in part out of workers' compensation claims or unemployment disability compensation claims of employees of OCCUPANT or out of claims under similar such laws.

Unless agreed to in writing prior to use of the FACILITY, OCCUPANT understands that the DISTRICT will not provide security services for OCCUPANT's personnel, volunteers, and invitees during the use of the FACILITY. Accordingly, absent a written agreement to the contrary, OCCUPANT agrees and acknowledges that the DISTRICT is not responsible for protecting OCCUPANT's personnel, volunteers, and invitees from threats, assaults, criminal acts, intrusion, terrorist or other attacks, acts of violence, and other similar incidents or risks of harm or injury. Moreover, OCCUPANT agrees and acknowledges that the DISTRICT is not responsible for the loss, damage, or theft of property belonging to or brought to the FACILITY by OCCUPANT or OCCUPANT's personnel, volunteers, and invitees. Accordingly, OCCUPANT agrees to defend, indemnify, and hold the DISTRICT and its representatives harmless in connection with any and all claims asserted by or on behalf of OCCUPANT and/or any personnel, volunteers, and invitees of OCCUPANT relating to injury to person or property occurring because of, during, or in connection with the use, occupancy, and/or presence of anyone or anything in or upon the FACILITY, whether or not such injury is alleged to be the fault of the DISTRICT—in whole or in part.

9. ENTIRE CONTRACT

This Agreement embodies the entire contract between OCCUPANT and DISTRICT. The parties shall not be bound by or be liable for any statement or representation of any nature not set forth in this Agreement. Changes to any of the provisions of this Contract shall not be valid unless reduced to writing and signed by both parties.

10. SUSPENSION AND TERMINATION

DISTRICT may, by written notice, direct OCCUPANT to suspend its use of the FACILITY for such period of time as may be determined by DISTRICT to be necessary or desirable. Upon receipt of such suspension or termination notice, OCCUPANT shall immediately discontinue use of FACILITY under this Agreement. Payment for use already completed or in process at the time the notice of suspension or termination is received shall be adjusted between DISTRICT and OCCUPANT in a fair and equitable manner, but shall exclude any allowance for the value of any unperformed use or anticipated profits thereon.

11. WAIVER

The failure of DISTRICT to insist upon strict performance of any of the provisions of this Agreement or to exercise any rights or remedies provided by this Agreement or DISTRICT's delay in the exercise of any such rights or remedies available under this

Agreement shall not release OCCUPANT from any of its responsibilities or obligations imposed by this Agreement and shall not be deemed a waiver of any right of DISTRICT to insist upon strict performance of this Agreement.

12. ASSIGNMENTS AND SUBLETTING

OCCUPANT shall not have the right to assign this Agreement or allow any other person or entity to use or occupy any or all of FACILITY without the prior written consent of DISTRICT, which consent may be granted or withheld at DISTRICT's sole and absolute discretion.

13. DEFAULT

In the event that OCCUPANT fails to pay any fee or other sum required to be paid by OCCUPANT hereunder when due, or otherwise fails to comply with or observe any other provisions of this Agreement, in addition to any other remedy that may be available to DISTRICT by reason of such failure, whether at law or in equity, DISTRICT may immediately and unilaterally terminate this Agreement, and all rights of OCCUPANT hereunder—including any right of adjustment of amounts paid hereunder.

14. ARBITRATION

In the event of a dispute hereunder, the parties agree to use arbitration insofar as required by Sections 12-1518 and 12-133, Arizona Revised Statutes, and rules promulgated thereunder. To the extent arbitration is not required under the above-referenced laws, then the parties shall submit any dispute hereunder for adjudication by Arizona's state courts.

15. CONFLICT OF INTEREST

The parties understand that this Agreement is subject to cancellation pursuant to Section 38-511 of Arizona Revised Statutes, without penalty or further obligation on the part of DISTRICT, if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement on behalf of DISTRICT is, at any time while this Agreement or any extension hereof is in effect, an employee or agent of OCCUPANT, in any capacity, or a consultant to OCCUPANT, with respect to the subject matter of this Agreement.

16. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Arizona, the courts of which state shall have jurisdiction of the subject matter hereof.

17. RELATIONSHIP

The parties agree that neither OCCUPANT nor any employees or other personnel of OCCUPANT will for any purpose be considered employees of DISTRICT, and with respect to OCCUPANT and any employees or other personnel of OCCUPANT, DISTRICT shall not be responsible in any manner for the supervision, direction, and control of OCCUPANT and/or any of its employees or other personnel, the payment of salary (including the withholding of income taxes and social security) of any such

employees or other personnel, and/or the provision of workers' compensation and disability benefits for any such employees or other personnel.

18. AUTHORITY

The individual signing below on behalf of OCCUPANT hereby represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of OCCUPANT and that this Agreement is binding upon OCCUPANT in accordance with its express terms.

19. EXECUTION DATE

The parties have caused this Agreement to be executed by their duly authorized representatives, on this _____ day of _____, _____.

DISTRICT

OCCUPANT

Name: _____ Name: _____

Authorized Signature

Authorized Signature

Title: _____

Title: _____

ATTACHMENT 4: PROSPECTIVE OCCUPANT CHECKLIST

PROSPECTIVE OCCUPANT CHECKLIST

For each item below, the prospective facility occupant should read the instructions and check the appropriate box.

Y **N**

- | | | | |
|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Have you read, completed, and signed the Facility Use Agreement included as Attachment 3 to this Facility Use Handbook? Will you comply with its terms and conditions? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Have you read and signed the Facility Use Guidelines included as Attachment 1 to this Facility Use Handbook? Will you comply with the requirements? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Do you understand that you are responsible for informing all event participants of the need to comply with the terms of the Facility Use Agreement and Facility Use Guidelines? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Have you completed and signed the Facility Use General Liability Questionnaire included as Attachment 2 to this Facility Use Handbook? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | Do you have the necessary evidence of liability coverage? |

If you answered “yes” to questions 1 through 5, please return this form to the district along with: (1) the signed Facility Use Agreement; (2) the signed Facility Use Guidelines; (3) the signed Facility Use General Liability Questionnaire; and (4) a copy of your insurance certificate, which should list the district as an additional insured party.

If you answered “no” to one or more of questions 1 through 4, please work with district personnel to resolve any questions and complete the remaining steps.

ATTACHMENT 5: EMERGENCY NUMBERS SHEET

EMERGENCY NUMBERS SHEET

DISTRICT: 520-375-8260

POLICE: 520-761-7869

FIRE: (Tubac) 520-398-2255 (Rio Rico) 520 281-0255

AMBULANCE: (Tubac) 520-398-2255 (Rio Rico) 520-281-0255

DISTRICT CONTACT: John Fanning 520-241-6502 / 520-375-8287

SCHOOL CONTACT: _____

OTHER: _____

PLEASE POST IN A HIGHLY VISIBLE LOCATION