

# REQUEST FOR SCHOOL/COMMUNITY USE OF DISTRICT FACILITIES

(Please complete and forward to Community Schools Coordinator. Upon request, an approved copy will be returned to you.)

**COMMUNITY/SCHOOL RELATIONS**  
**SIERRA VISTA PUBLIC SCHOOLS**  
**5225 BUENA SCHOOL BOULEVARD**  
**P. O. Box 4042**

**SIERRA VISTA, AZ 85636**

TELEPHONE: (520) 515-2820

FAX: (520) 515-2874

*(NO SMOKING ON SCHOOL PREMISES)*

**OFFICE USE ONLY**  
 Contract number \_\_\_\_\_  
 Date posted \_\_\_\_\_  
 Date sent to site \_\_\_\_\_  
 Administrator for approval \_\_\_\_\_  
 Date returned and filed \_\_\_\_\_  
 Approved copy to applicant \_\_\_\_\_

Name of Organization and/or Applicant

Today's Date

Purpose

e-mail

Mailing Address

Fax No.

Supervisor/Instructor

Telephone

Alternate contact person

Telephone

| REQUEST INFORMATION  |                    |                         |                                   |                  |
|----------------------|--------------------|-------------------------|-----------------------------------|------------------|
| DATE(S)<br>START/END | *SITE<br>REQUESTED | *FACILITY/<br>EQUIPMENT | DAYS OF WEEK<br>SU,M,TU,W,TH,F,SA | TIMES<br>FROM/TO |
|                      |                    |                         |                                   |                  |
|                      |                    |                         |                                   |                  |
|                      |                    |                         |                                   |                  |
|                      |                    |                         |                                   |                  |
|                      |                    |                         |                                   |                  |

\*Sites: Buena High School, Buena P.A.C., Apache Middle School, Sierra Vista Middle School, Bella Vista, Carmichael, Huachuca Mountain, Pueblo Del Sol, Town & Country, Village Meadows, Other: \_\_\_\_\_

\*Facilities/Equipment: Only those facilities and equipment specifically requested are to be used (auditorium, lecture pod, cafeteria, gym, classroom, library, field, etc.)

Number of Adults  Number of Children  Will refreshments to be served Yes  No

The undersigned makes application to Sierra Vista Unified School District No. 68 for use of school facilities described above and certifies that the information given in this application is correct. The undersigned further states he has the authority to make this application and agrees that the applicant will observe all rules and regulations of the Board of Education and the Principal of the school in which the facilities are requested. The applicant agrees to exercise the utmost care in the use of the school premises and property and to hold Sierra Vista School District harmless from all liability resulting from the use of said facilities and further agrees to use only those facilities indicated above. Applicant further agrees to read and abide by the rules and regulations set forth on back of this application. The applicant further agrees to reimburse the Sierra Vista School District for any damage arising from the applicant's use of said facilities. A minimum of \$1,000,000 liability insurance will be secured.

**PAYMENT OF RENTAL FEES:** Determination of users who will pay a fee and the amount charged per hour will be decided by the District based on the latest established rental rates. Users will receive a copy of this application form. Rental fees are payable in advance to the Sierra Vista Unified School District, unless prior billing arrangements are made.

I have read and agree to abide by the rules and regulations on the reverse side of this application.

I understand user fees are payable in advance to Sierra Vista School District, unless prior arrangements have been made.

Organization Representative or Applicant signature  Date

**OFFICE USE ONLY:** \_\_\_\_\_ **CLASSIFICATION:** \_\_\_\_\_

Number of days scheduled \_\_\_\_\_ Hours \_\_\_\_\_ Class I \_\_\_\_\_ Class II \_\_\_\_\_ Class III \_\_\_\_\_ Class IV \_\_\_\_\_  
 \$1,000,000 Proof of Insurance provided \_\_\_\_\_

\_\_\_\_\_  
 Approved by Site Administrator/Community Schools Coordinator

**PLEASE READ THE FOLLOWING PROCEDURES CAREFULLY AND MAKE CERTAIN ALL MEMBERS OF YOUR GROUP ARE FAMILIAR WITH THEM. YOUR COOPERATION WILL AID US IN KEEPING THE SITES AS SAFE AND CLEAN AS POSSIBLE.**

- 1) It is the intent of the Sierra Vista School District Governing Board to make school facilities available for the widest community use. However, school functions shall have priority over community use requests.
- 2) Application for use of buildings or grounds facilities must be submitted at least five (5) days, but not more than one (1) year prior to the date for which facilities are requested. However, no contract will be acted upon, for a succeeding school year, until after the school district governing board approves the calendar.
- 3) Approval will not be granted for any meeting, which may be in any way prejudicial to the best interest of the school district.
- 4) All costs for adequate supervision shall be the responsibility of the applicant. This shall include proper police and fire protection where necessary. The District reserves the right to retain security, at applicant's cost, if determined necessary.
- 5) A district employee shall be on duty at the unit during the time any facilities are being used under contract, except as provided for in reciprocal agreements.
- 6) Keys needed to open facilities for contracted purpose shall only be checked out to district employees and only for specific, discrete contracted events. Access to a telephone will be made available whenever possible.
- 7) Decorations or application of materials to walls or floors will not be allowed without special permission of the building principal.
- 8) Profane language, possession or use of intoxicating liquor and/or drugs, smoking, boisterous conduct, betting, or other forms of gambling shall not be permitted on school premises.
- 9) Footwear appropriate for the playing surface shall be worn for all activity-type games.
- 10) Applicants will leave chairs, tables and other equipment in exactly the same position in which they were found. Furthermore, applicants are required to remove, at their expense, furnishings or rubbish left after use of the school facilities.
- 11) Custodians should not be asked to set up P.E. or other equipment, or to provide additional equipment not indicated on the application.
- 12) Facilities used and activities held shall be limited to those specified on the application.
- 13) The applicant must exercise the utmost care in the use of school premises and must hold the Sierra Vista School District harmless from the use of requested facilities and equipment.
- 14) All fire, building, and other safety codes shall be adhered to by all patrons. Applicant shall obtain all permits and licenses required by laws, ordinances, rules and regulations needed for the engagement.
- 15) Administrators and caretakers shall have access to all facilities at any and all times. Premises will be vacated, doors and windows secured, and lights out at the time specified.

Please refer to Governing Board Policies KF, KF-E, KFA and KFAA for a complete listing of policies pertaining to the use of school facilities that apply to this application.

**USER GROUPS:**

**CLASS I:** SVPS - This requester category is one of "co-sponsorship" by the school district of certain types of activities generally considered to be directly associated with the district (PTO, Booster Groups, SVCTA, JROTC, etc.) Fund-raising activities may be charged a Class II fee to cover utilities and custodial costs.

**CLASS II:** Community - This requester category includes church groups requesting a facility for services or special functions, civic groups, state tax-supported educational institutions, service organizations and other "non-profit" groups. Fund-raising activities by Class II users will be charged as a Class III user unless one of the following conditions applies: 1. All sponsors and performers must reside within the boundaries of the Sierra Vista School District or, 2. More than 40% of all proceeds must be dedicated to scholarships or other educational programs for Sierra Vista Public School students.

**CLASS III:** Commercial - This requester category is a civic, service, religious, governmental agency, or educational user sponsoring an event for the specific purpose of charging a fee.

**CLASS IV:** Entrepreneurs - This requester category is an individual or group desiring to use a district facility to make a profit. They do not qualify as a civic, service, religious, educational or governmental agency. Facilities other than the Buena Performing Arts Center will be dealt with on a case-by-case basis.