

COMMUNITY USE
OF
SCHOOL FACILITIES

REQUEST TO USE SCHOOL DISTRICT PROPERTY

DATE SUBMITTED: _____

NAME OF ORGANIZATION: _____

MAILING ADDRESS: _____ PHONE NUMBER: _____

Hours of Use: _____ Date(s) of Use: _____

Purpose: _____

Responsible Party: _____ Phone Number: _____

Address: _____

Amount Charged to Attend Event: _____

FACILITY AND EQUIPMENT BEING REQUESTED

District Office

- Board Room
- Conference Room

Payson High School

- Auditorium - \$500 deposit required
- Longhorn Gymnasium
- Wilson Dome - \$500 deposit required
- Cafeteria – Cafeteria Employee Must Be Present
- Library
- Parking Lot
- Football Stadium, with lights
- Football Stadium, without lights
- Baseball Fields
- All Weather Track - \$500 deposit required
- Classrooms (specify) _____
- Payson High School Auditorium (request separate equipment checklist)

Rim Country Middle School

- Gymnasium
- Volleyball Court
- Basketball Court
- Time Clock for Scoring
- Locker Rooms

Stage

- Cafeteria - Cafeteria Employee Must Be Present
- Outside Activity Field (open grass area)
- Basketball Court
- Classrooms (specify) _____
- Equipment
 - Internet (hard wire)
 - Portable Screen

Julia Randall Elementary

- Gymnasium
- Library
- Cafeteria - Cafeteria Employee Must Be Present
- Classrooms (specify) _____
- Parking Lot
- Equipment
 - Internet (hard wire)
 - Projector
 - Sound System

Payson Elementary School

- Cafeteria - Cafeteria Employee Must Be Present
- Field
- Classrooms (specify) _____

SPECIAL REQUESTS: (tables, chairs, etc.) _____

1. Use of Auditorium, Wilson Dome, or All Weather Track also require a \$500 deposit. **NO** food or beverages are allowed in the Auditorium or Dome.
2. Overnight stays for groups anticipated to be larger than 200 participants, will also require a \$5 per participant deposit.
3. Proof of insurance is required: One million dollars (\$1,000,000) naming Payson Unified School District #10 as Certificate Holder and Additional Insured. [Reference A.R.S. 15-1105] Ten thousand dollars (\$10,000) of property insurance is also needed.
4. Deposit, proof of insurance and facility fees are required immediately after you receive approval of use. Payment of deposit and base facility fee must be received to reserve facility. Additionally, 50% of the estimated charges for custodial groundskeeper, kitchen and/or auditorium tech listed below must also be received to reserve facility. Final amounts for these charges will be billed to the Responsible Party listed on reverse side of this form. No refund will be issued if cancellation is within one week of event.
5. The following are **NOT PERMITTED** inside any school district building or on any school property: Weapons, tobacco or tobacco products, intoxicating beverages or illegal substances.
6. Organizations are responsible for cleaning up all debris left as a result of their activity and for returning the facility to the condition in which it was found.
7. Become familiar with and agree to abide by the printed rules and regulations of Payson Unified School District concerning the public use of school facilities. KF-EA
8. No helium balloons on the premises due to fire alarm beam detectors located in ceilings.

Additional Comments: _____

Base Charge of Facility(s):	\$ _____	<input type="checkbox"/>	Base Charge of Facility Waived By: _____
Required Deposit:	\$ _____		
Custodial Hours @ \$20/hr:	\$ _____		
Groundskeeper Hours @ \$25/hr:	\$ _____		
Kitchen Hours @ \$20/hr:	\$ _____		
Auditorium Tech @ \$20/hr:	\$ _____		
Other Fees	\$ _____		
Total Due to Reserve Facility	\$ _____		
Amount Paid:	\$ _____	Date Received: _____	By: _____ (initial)

It is understood that all rates quoted, as well as other conditions stipulated, are part of this agreement.

Responsible Party Signature: _____ Date: _____

By signing above, I agree to accept responsibility for the facility and will return it in like condition. Damages incurred over normal wear and tear will be charged to me.

___APPROVED ___DENIED District Representative _____ Date _____

Revised: 6/25/14

Return completed form to Leslie Herdeman at:
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 leslie.herdeman@pusd10.org