

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 facility is left in good standing.

If you have any questions, feel free to contact our District at (520) 281-8282 or visit the facilities web page under quick links at www.santacruz.k12.az.us.

Santa Cruz Valley Unified School District No. 35

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 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, regulations, and district policy.

The occupant shall require participants to wear appropriate clothing and shoes, 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.

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 ingress or egress shall be identified by the occupant and communicated to participants.

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.

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

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

The occupant will not be held liable for normal wear and tear caused by reasonable behaviors during the course of the activity.

Only emergency vehicles are allowed on District fields.

If damages occur during the use of a facility, documentation must be provided by the supervisor detailing the date, time, location, nature of the damage, and the responsible party. The principal and the Facilities Management Office should be notified as soon as possible and photos taken if possible.

Santa Cruz Valley Unified School District No. 35 Application for Use of School Facilities

School or facility requested: _____ Today's Date: _____

Room(s) requested _____

Please reserve: _____ for the period _____ until _____
(day/s of the week) (starting date) (ending date)

Hours: From _____ A.M./P.M. To _____ A.M./P.M. (Times need to include set-up)

Exceptions to above (please be specific): _____

Name of organization: _____ Profit ___ Nonprofit

Nature of activity/meeting: _____

Estimated number of people involved: _____

Special Equipment or needs: _____

Person responsible: _____

Telephone: (w) _____ (h) _____

Email Address: _____

Address: _____

Will admission be charged? _____ Charge per person: _____

- **Applications must be submitted at least two weeks prior to requested times.**
- **Fees for facilities must be paid in advance.**
- **Any group requesting set-ups clean up or opening/closing of buildings during nonschool hours will be charged custodial fees.**
- **No group will use kitchens without having a district food service employee on premise. Additional fees will apply.**
- **Please attach a copy of your certificate of insurance with this application and remit to:**
 - **Santa Cruz Valley Unified School District No. 35**
 - **1374 W Frontage Rd., Rio Rico, AZ 85648**
- **Requests without proof of insurance cannot be approved. The school district carries no liability insurance protecting organizations engaged in nonschool activities.**
- **Non-profit users are required to submit documentation showing their non-profit status.**
- **A deposit of \$100.00 is required. This amount is refundable after use, if condition of property remains satisfactory**
- **Checks and/or money orders should be made out to: Santa Cruz Valley Unified School District No. 35.**

Your request will be reviewed if the application is approved, the user must enter into an agreement with the District. Said agreement sets forth the terms and conditions of use and is binding upon the parties.

DISTRICT USE ONLY

Application received _____ Proof of Insurance received _____
(Date) (Date)

Deposit received _____ Receipt No. _____
(Date)

Category _____ Fees received: Y N Amount: _____

Inspection Date _____ Inspected By _____

Condition: _____

Deposit returned _____
(Date)

Application approved by:

Building Administrator

Superintendent

Santa Cruz Valley Unified School District No. 35
Facility Use Classification

***Class I Non-Profit District Sponsored Activities** – this category of user is exempt from facility rental fees. Custodial services for non-school hours and utilities fees will apply.

Examples include:

School-sponsored activities	Teacher Organizations
P.T.A. / Organizations	Booster Clubs
Boy/Girl Scouts	
Youth Sports Programs**	

***Class II Non-Profit type civic organizations and for political subdivisions.**

Examples include:

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

Class III Commercial or profit-making ventures. This category of user is for all commercial or profit-making organization, regardless of the purpose for their use of facilities.

*All Class I or II 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.***

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RENTAL RATES			
	Category I	Category II	Category III
FACILITY	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	\$6/hr	\$30/hr	\$60/hr
Kitchen*	N/A	\$10/hr	\$20/hr
RRHS Gym (auxiliary)	\$10/hr	\$30/hr	\$60/hr
RRHS Gym (main)	\$10/hr	\$35/hr	\$70/hr
RRHS Weight Room	\$3/hr	\$15/hr	\$30/hr
ATHLETICS/FIELD			
Football Field or Track			
<i>With lights, fee per use applies plus utilities hrly fee</i>	\$10/hr	15/hr	\$30/hr
<i>Without lights</i>	N/A	\$100 per use	\$120 per use
Baseball Field			
<i>With lights, fee per use applies plus utilities hrly fee</i>	\$10/hr	\$15/hr	\$30/hr
<i>Without lights</i>	N/A	\$100 per use	\$120 per use
Elementary Fields			
<i>Without lights</i>	N/A	\$20 per use	\$30 per use
Middle School Fields			
<i>Without lights</i>	N/A	\$30 per use	\$40 per use
PERSONNEL			
Custodial	\$19/hr	\$19/hr	\$19/hr
Food Service Worker	\$16/hr	\$16/hr	\$16/hr
EQUIPMENT			
Projector	\$25 flat fee	\$25 flat fee	\$25 flat fee
Portable Public Address System	\$75 flat fee	\$75 flat fee	\$75 flat fee
<p style="text-align: center;"><i>*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</i></p> <p>Charges for fields with lights will begin as follows: At 5pm the months of: January, February, October, November and December 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>			

Rates for RRHS "Stage" Space Rental

Performing Arts Space

	Class I On School Days 7:00am-5:00pm	Class I School Days after 5pm, weekends, special events, and holidays	Class II Rate per 3 hour minimum	Class III Rate per 3 hour minimum
Stage (Apron to back curtain)	N/A	10.00/hour	10.00/hour	12.00/hour
Theatre Classroom (main floor)	N/A	N/A	Special Permissions 15.00/hour	Special Permissions 40.00/hour
Choir Room	N/A	10.00/hour	15.00/hour	20.00/hour
Band Room	N/A	N/A	N/A	N/A
Music Practice Rooms	N/A	N/A	Special Permissions 15.00/hour	Special Permissions 40.00/Hour

Equipment Rentals

	Class I On School Days 7:00am-5:00pm	Class I School Days after 5pm, weekends, special events, and holidays	Class II Rate per 3 hour minimum	Class III Rate per 3 hour minimum
Sound Board	N/A	5.00/hour	5.00/hour	10.00/hour
Mic (standard or wireless)	N/A	15.00/hour	15.00/hour	15.00/hour
Light Board	N/A	5.00/hour	5.00/hour	10.00/hour
Overhead Projector	N/A	25.00 flat	25.00 flat	25.00 flat

Personnel

	Class I On School Days 7:00AM-5:00pm	Class I School Days after 5pm, weekends, special events, and holidays	Class II Rate per 3 hour minimum	Class III Rate per 3 hour minimum
Sound Board	N/A	12.00/hour	12.00/hour	12.00/hour
Light Board	N/A	12.00/hour	12.00/hour	12.00/hour
Technical Director	N/A	20.00/hour	20.00/hour	20.00/hour
House Manager	N/A	10.00/hour	10.00/hour	10.00/hour
Stage Hand/Runner	N/A	10.00/hour	10.00/hour	10.00/hour
Ushers	N/A	10.00/hour	10.00/hour	10.00/hour

***Anyone using the facilities must hire a technical director from our personnel listing.**

EMERGENCY NUMBERS SHEET

DISTRICT: 980-0413

SHERIFF: 911 OR 761-7861

FIRE: 911 OR 761-1065