



Cartwright School District #83

Financial Services Department

5220 W. Indian School Rd.

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USE OF FACILITIES GUIDELINES

Summary: Use of Facilities is a site-based decision (process begins with school approval). School administrators are responsible for ensuring the facility is available, arranging custodial coverage if necessary, and reviewing and signing the top portion of the Use of Facilities Request form. District office will obtain liability insurance from group and calculate any associated fees.

1. Organization or person (“renter”) requesting to use facilities completes top portion of Use of Facilities Request Form and compliance packet (attached).
2. Principal, Assistant Principal, or appropriate Director (Training Center, District Office) reviews request. Under Building Action, administrator checks “Recommended” or “Not Recommended,” signs, then forwards form to Financial Services. (If “Recommended,” please note event(s) on campus calendar of events.)
3. If not submitted in advance, Financial Services will obtain liability insurance from the renter. If charges apply, space rental and/or custodial overtime fees will be calculated, renter will be invoiced, and District will collect payment for event(s) on behalf of the school. All fees should be paid to the Cartwright School District. No employee of the school should be paid directly by an organization.
4. Once approved at District level, a copy will be sent to the renter and to the school. (Building administrators please double check that event(s) are noted on school/building calendar of events, custodial coverage has been arranged if necessary, and any special equipment or set-up needs have been addressed.)

The Cartwright School District is happy to serve our community’s use of facilities needs whenever possible and when in the best interest of the District and the neighborhoods surrounding our schools.

Thank you.