

COMMUNITY USE OF SCHOOL FACILITIES ó Request for Use of School Facilities

Must be submitted at least two (2) weeks prior to requested event date

To School / Department: _____ Date: _____

We, _____, request the use of a school building facility at the

Name of organization/group/individual party

above-named school / location for the purpose of presenting the following program:

Specific location/room requested: _____

Dates and times requested: (An attachment is acceptable).

Day(s) of Week Start Date End Date Start Time End Time

There [] (will) [] (will not) be an admission charge. If admission is charged, fees will be: \$ _____ for adults and \$ _____ for children. The proceeds will be used for: _____

Two people the District may contact, if necessary, are:

Name _____ Name _____

Address City Zip Address City Zip

Day Phone Eve Phone Day Phone Eve Phone

We agree to become familiar with and abide by the printed rules and regulations of the District concerning the public use of school facilities and conduct on school grounds. We have read the Lease Agreement below. This request shall be submitted at least two (2) weeks prior to the requested date(s). If equipment, lighting, tables, or chairs are required, please specify and indicate any special arrangements needed on the form provided. The rental fee will include custodial or school personnel services, utility costs, and equipment usage fee if applicable. Events held outside normal custodial hours are subject to charges 1/2 hour prior to start time through a minimum of 1/2 hour after end time. NOTE: Food service charges and technicians are paid separately - 2 weeks minimum notice.

RENTAL IS PAYABLE IN ADVANCE TO: Cartwright School District #83, Attn: Financial Services 5220 W. Indian School Rd., Phoenix, AZ 85031

Current Certificate of Insurance is required before final District approval will be issued.

Signatures and titles of two (2) representatives of organization or responsible party:

Signature Title Signature Title

BUILDING ACTION: Your request for school building usage has been: [] Recommended [] Not Recommended

for approval. Date: _____ Principal /Admin. Signature: _____

FOR DISTRICT USE ONLY

LEASE AGREEMENT (where applicable) It is understood that all rates quoted, as well as other conditions stipulated, are a part of this agreement and that proof of liability insurance is required. Insurance Expiration Date: ____/____/____

CLASSIFICATION OF USER (circle one): I II III

Base charge of facility to be used \$ _____

Additional charges \$ _____

Total \$ _____

DISTRICT ACTION: [] Approved [] Denied or altered for the following reason(s) _____

Business Administrator

Superintendent

Date

LESSEE ACKNOWLEDGEMENT: Signature: _____ Date: _____

Lessee, please sign & retain pink. Please return white & yellow copies to: Cartwright School District, Financial Services Department, 5220 W. Indian School Rd., Phoenix, AZ 85031 by ____/____/____ for final processing. Questions about charges, please call 623-691-4009.

Please Complete All Areas Of This Section

ADDITIONAL TERMS AND CONDITIONS (Part of Application)

Indemnification. The organization agrees to defend, indemnify and hold harmless the District, its departments, officers, employees and agents from all losses, damages, claims, liabilities and expenses (including reasonable attorneys' fees) for damages to property or for injury to or death of persons which relate to the performance of this Agreement and which result from any act, omission or negligence of the organization, its departments, officers, employees or agents. Nothing in this Agreement or in its performance shall be construed to result in any person being the office, agent, employee or servant of either party when such person, absent of this Agreement and the performance thereof, would not in law have had such status. Nothing in the execution of this Agreement or in its performance shall be construed to establish a joint venture by the parties hereto.

Insurance. The organization will provide the District with documentary evidence of liability insurance with a limit of at least one million dollars (\$1,000,000). The District shall be named as an additional insured on the organization's policy. Each group will be responsible for the repair or replacement of damaged equipment, furniture, or facility.

Independent Contractor. The parties hereto mutually agree that the relationship to exist between the District and the organization is not a joint venture but is an independent contract relationship and that neither shall be the agent of the other.

Authority. The person whose signature appears below has the legal authority to enter into this Agreement and bind the organization.

Termination. The District reserves the right to terminate the Agreement in whole or in part at any time, when in the best interests of the District without penalty recourse.

Compliance with Applicable Laws and Regulations. All activities must be conducted within the laws, rules and regulations of the State of Arizona, applicable municipal subdivisions, and Cartwright School District Governing Board Policy.

LESSEE ACKNOWLEDGEMENT:

Signature: _____ **Date:** _____