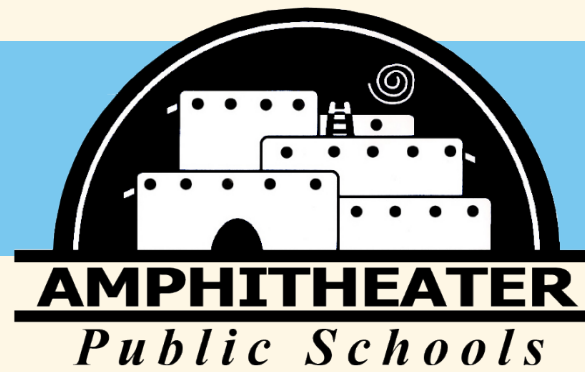




# Proposed District Facility Use Policy Manual & Fee Schedule 2026 – 2027 SY

July 14, 2026





# Recap

- Governing Board requested a complete and comprehensive review of the District Rental Program with a focus on District User Groups and Fees.
- Administration presented a draft of a Facility Use Policy Manual and Fee Schedule to the Governing Board for study and review at the June 9, 2026 Governing Board Meeting.

## Key Areas of Focus Included

- User Group Classifications
- Facility Usage Fee Waiver Schedule
- Proposed '26 – '27 SY Fee Schedule
- A Facility Use Manual Advisory Committee was formed to review and provide user input on the proposed manual.
- The manual was updated with stakeholder input gathered from across the District, including individual user comments, and committee recommendations.
- Final manual is presented this evening.



# Facility Use Manual Advisory Committee

- Individuals were invited to participate on the committee from across the District and included District Administrators, School Principals and individual user group members, both District employees and parent volunteers. Members were selected to provide representation from across the District and to include a broad range of user input. If a prospective member was unable to participate, an alternate was invited from the same representative user group. The 14 Member Committee consisted of:

4 District Administrators

2 Principals (HS & K-8)

2 HS Athletic Coaches who are teachers

1 HS Director of Bands

1 HS Theatre Teacher

1 HS Special Education Teacher

1 Booster Group Parent – HS Athletics

1 Booster Group Parent – HS Band

1 Booster Group Parent – HS Theatre, MS PTO & Project Graduation



# Facility Use Manual Advisory Committee – Cont.

- Members of the committee were provided a copy of the proposed Facility Use Policy Manual & Fee Schedule and June 9, 2026 Administration's Governing Board Presentation.
- Members were tasked to review the documents and provide questions, comments and suggestions to the Administration prior the committee meeting as a group.
- On July 7, 2026 the Committee gathered as a group to discuss the manual. All members were present. The Administration presented a review of the June 9, 2026 Governing Board Presentation on the proposed Facility Use Policy Manual with the key areas of focus:
  - User Group Classifications
  - Facility Usage Fee Waiver Schedule
  - 2026 – 2027 SY Fee



# Facility Use Manual Advisory Committee – Cont.

Highlights of items presented to the committee for review were:

## Facility User Group Classifications

- Class I – School related, student-centered groups that exist for the sole purpose of contributing to the success of Amphitheater students, governmental entities conducting community or official business within the District and District departments.
- Class II – Non-profit organizations
- Class III – Commercial, profit-making organizations
- Class IV – Organizations with which the District has a reciprocal and long-standing relationship, which support of the District's Missions and Values. These organizations require Governing Board Approval.



# Facility Use Manual Advisory Committee – Cont.

## Facility Usage Fee Waiver Schedule – All User Groups

|                      | Class I (District Entity) | Class I (District Entity) | Class II (Non-Profit) | Class III (Commercial) | Class IV (Governing Board Waiver) |
|----------------------|---------------------------|---------------------------|-----------------------|------------------------|-----------------------------------|
|                      | Non-Fundraiser            | Fundraiser                |                       |                        |                                   |
| Custodian            | Waived                    | See Fee Schedule          | See Fee Schedule      | See Fee Schedule       | Waived                            |
| Security             | Waived                    | See Fee Schedule          | See Fee Schedule      | See Fee Schedule       | Waived                            |
| Technology Support   | Waived                    | See Fee Schedule          | See Fee Schedule      | See Fee Schedule       | Waived                            |
| Utility Fee          | Waived                    | See Fee Schedule          | See Fee Schedule      | See Fee Schedule       | Waived                            |
| Facility Room Rate   | Waived                    | Waived                    | See Fee Schedule      | See Fee Schedule       | Waived                            |
| Athletics Field Rate | Waived                    | Waived                    | See Fee Schedule      | See Fee Schedule       | Waived                            |



# Facility Use Manual Advisory Committee – Cont.

Proposed 2026 – 2027 Fee Schedule - No Increase From 2025 – 2026 SY Fee Schedule

| Room Rates/Hour (3-Hour Minimum on All Rentals) |         |                     |                          |       |                          |       |          |
|-------------------------------------------------|---------|---------------------|--------------------------|-------|--------------------------|-------|----------|
| High School                                     | Class I | Class I Fund Raiser | Class II                 |       | Class III                |       | Class IV |
|                                                 |         | Utility Fee         | Utility Fee/Facility Fee | Total | Utility Fee/Facility Fee | Total |          |
| Gymnasium                                       | \$0     | \$27                | \$27/\$63                | \$90  | \$36/\$84                | \$120 | \$0      |
| Auditorium                                      | \$0     | \$30                | \$30/\$70                | \$100 | \$39/\$91                | \$130 | \$0      |
| Cafeteria/LRC/Lecture Hall                      | \$0     | \$16.50             | \$16.50/\$38.50          | \$55  | \$25.50/\$59.50          | \$85  | \$0      |
| Classroom                                       | \$0     | \$7.50              | \$7.50/\$17.50           | \$25  | \$19.50/\$45.50          | \$65  | \$0      |
| Middle School                                   | Class I | Class I Fund Raiser | Class 2                  |       | Class 3                  |       | Class 4  |
|                                                 |         | Utility Fee         | Utility Fee/Facility Fee | Total | Utility Fee/Facility Fee | Total |          |
| Gymnasium                                       | \$0     | \$16.50             | \$16.50/\$38.50          | \$55  | \$25.50/\$59.50          | \$85  | \$0      |
| Cafeteria/LRC/MPR                               | \$0     | \$16.50             | \$16.50/\$38.51          | \$55  | \$25.50/\$59.50          | \$85  | \$0      |
| Classroom                                       | \$0     | \$7.50              | \$7.50/\$17.50           | \$25  | \$19.50/\$45.50          | \$65  | \$0      |
| Elementary School                               | Class I | Class I Fund Raiser | Class 2                  |       | Class 3                  |       | Class 4  |
|                                                 |         | Utility Fee         | Utility Fee/Facility Fee | Total | Utility Fee/Facility Fee | Total |          |
| Multipurpose Room                               | \$0     | \$13.50             | \$13.50/\$31.50          | \$45  | \$24/\$56                | \$80  | \$0      |
| Cafeteria                                       | \$0     | \$13.50             | \$13.50/\$31.50          | \$45  | \$24/\$56                | \$80  | \$0      |
| Classroom                                       | \$0     | \$6                 | \$6/\$14                 | \$20  | \$7.50/\$17.50           | \$25  | \$0      |





# Facility Use Manual Advisory Committee – Cont.

| Athletic Rates/Hour (3-Hour Minimum on All Rentals)                |         |          |           |          |
|--------------------------------------------------------------------|---------|----------|-----------|----------|
| High School                                                        | Class I | Class II | Class III | Class IV |
| Football and Track With Lights                                     | \$0     | \$75     | \$125     | \$0      |
| Football and Track Without Lights                                  | \$0     | \$30     | \$80      | \$0      |
| Baseball and Softball With Lights                                  | \$0     | \$75     | \$85      | \$0      |
| Baseball and Softball Without Lights                               | \$0     | \$30     | \$30      | \$0      |
| Sand Beach Volleyball Courts With Lights                           | \$0     | \$40     | \$50      | \$0      |
| Sand Beach Volleyball Court Without Lights                         | \$0     | \$30     | \$40      | \$0      |
| Tennis and Racquetball Court With Lights                           | \$0     | \$25     | \$35      | \$0      |
| Tennis and Racquetball Court Without Lights                        | \$0     | \$10     | \$15      | \$0      |
| Practice Field                                                     | \$0     | \$25     | \$25      | \$0      |
|                                                                    |         |          |           |          |
| Middle School                                                      | Class I | Class 2  | Class 3   | Class 4  |
| Football Field or Track                                            | \$0     | \$30     | \$35      | \$0      |
| Baseball/Football Field                                            | \$0     | \$30     | \$35      | \$0      |
| Coronado Baseball/Softball Field With Lights (Pima County Subsidy) | \$0     | \$10     | \$15      | \$0      |
|                                                                    |         |          |           |          |
| Elementary School                                                  | Class I | Class 2  | Class 3   | Class 4  |
| All Fields                                                         | \$0     | \$25     | \$35      | \$0      |





# Facility Use Manual Advisory Committee – Cont.

| All Sites (Per Use)                                                                                      |         |                   |                   |          |
|----------------------------------------------------------------------------------------------------------|---------|-------------------|-------------------|----------|
| Rental Item                                                                                              | Class I | Class II          | Class III         | Class IV |
| Ramada                                                                                                   | \$0     | \$15              | \$25              | \$0      |
| Parking Lot                                                                                              | \$0     | \$75              | \$75              | \$0      |
| Equipment                                                                                                | \$0     | \$30              | \$30              | \$0      |
| Piano                                                                                                    | \$0     | \$25              | \$25              | \$0      |
| Grand Piano                                                                                              | \$0     | \$25              | \$25              | \$0      |
| Portable Public Address System                                                                           | \$0     | \$30              | \$30              | \$0      |
| Fixed Public Address System/PA System                                                                    | \$0     | \$30              | \$30              | \$0      |
| Projector                                                                                                | \$0     | \$10              | \$10              | \$0      |
| Stage Lighting                                                                                           | \$0     | \$30              | \$30              | \$0      |
|                                                                                                          |         |                   |                   |          |
| Miscellaneous Fees                                                                                       |         |                   |                   |          |
| Type of Fee                                                                                              | Class I | Class 2           | Class 3           | Class 4  |
| Late Payment Fee                                                                                         | \$0     | \$30 per event    | \$30 per event    | \$0      |
| Returned Check Fee                                                                                       | \$0     | \$40 per return   | \$40 per return   | \$0      |
| Application Fee                                                                                          | \$0     | \$30 per event    | \$30 per event    | \$0      |
| Data Entry or Change Fee                                                                                 | \$0     | \$50 per change   | \$50 per change   | \$0      |
| Audio Visual Support/Technology Support/Security/Setup Fees Per Hour/Per Person (Holiday, \$60 per hour) | \$0     | \$45 per hour     | \$45 per hour     | \$0      |
| Student A/V Support                                                                                      | \$0     | \$26 per hour     | \$26/hour         | \$0      |
| Custodial Flat Per Hour (During Regular Shift Hours)                                                     | \$0     | \$26 per hour     | \$26 per hour     | \$0      |
| Custodial Overtime Per Hour (Holidays, \$61 per hour), 3-Hour Minimum                                    | \$0     | \$46 per hour     | \$46 per hour     | \$0      |
| Cancellation Fee Less Than 48-Hour Notice                                                                | \$0     | 10% total invoice | 10% total invoice | \$0      |



# Facility Use Manual Advisory Committee – Cont.

## Committee Discussion Items (Items in Red were much of the conversation)

- Class I vs. Class I (Fundraiser) User Groups – Defined by where any proceeds or funds collected at the event are deposited. District Account (School Auxiliary Account) vs. Student Club or Booster Organization Account.
- Are funds deposited into the Auxiliary Account designated for the sole use of the organization depositing the funds? The answer is YES.
- How does the organization access/spend the funds in the Auxiliary Account?
- Auxiliary Account vs. Student or Booster Club allowable expenses.
- Is a snack bar at a Class I non-fundraising event considered a separate event that requires a “rental agreement?” Is this considered a fund raiser where fees may apply? The answer is NO to both questions.
- How does a user group request a refund of fees charged for services not provided or event ends early? A proposed addition to the manual was presented for review.



# Facility Use Manual Advisory Committee – Cont.

## Committee Discussion Items – Cont.

- Questions about applicability of some items in the manual.
  - VENDOR PROGRAMS, COURSES, AND CAMPS Heading (page 17)
    - Is the restrictions on holding sports camps on campuses necessary? After discussion it was agreed to remove the item.
    - Is the item about the District collecting all registration fees for vendor camps necessary? It was agreed to remove the item.
  - TERMS AND CONDITIONS – OUTSIDE FACILITIES Heading (page 18 & 19)
    - Is the user group required to remove trash can liners and replace the liners in trash cans? No, this item will be removed.
    - In paragraph outlining the District needing to provide notice to a user to re-scheduling an event at least one week in advance, it was agreed to add, “if possible.” to the sentence.



# Facility Use Manual Advisory Committee – Cont.



## Committee Discussion Items – Cont.



- In summary, much of the group discussion revolved around the Class I non-fundraiser vs. fundraiser user designation, District Auxiliary Account use and how funds can be used from the account, including a Q & A on specific examples.





# Facility Use Manual Policy Manual & Fee Schedule Revisions

On Page 12 add after “MODIFYING A REQUEST” Section

## **EVENT DURATION AND FEE ADJUSTMENTS**

Facility users are required to adhere to the authorized event timeframes in the approved facility use agreement. If an event extends beyond the approved timeframe the facility user will be responsible for any additional fees associated with the extended use of the facility in accordance with the District’s approved fee schedule in effect at the time of the event. If an event concludes earlier than the approved end time, the facility user may request a refund of fees for unused billed time. All requests must be submitted in writing to the Chief Financial Officer (CFO) and include verifiable documentation confirming the actual end time of the event. Approval of any refund request is subject to review and at the discretion of the District.



# Facility Use Manual Policy Manual & Fee Schedule Revisions

On Page 17 (Delete sentences in **Red**)

## **VENDOR PROGRAMS, COURSES, AND CAMPS**

Fee- based athletic and instructional based enrichment programs which occur during out of school time are required to be coordinated with the Amphitheater's Facility Rental Department and will be subject to vendor regulations to include:

- There are no high school, 9th through 12th grade, sports camps during the school year due to AIA year-round coaching allowances. High school sports camps in grades 9th – 12th can be run through Facility Rentals in the summer months. District run sports camps for students in Kindergarten through 8th grade can be conducted through Facility Rentals all year long and are not rental Facility Use Agreements.
- Requests to the Amphitheater's Facility Rental Department must be initiated at minimum ten (10) business days prior to the use date(s) requested.
- The Facility Rental Department will handle all student registration. No fees will be collected by sites or by the vendor. All fees and online registration will be handled by the District.



# Facility Use Manual Policy Manual & Fee Schedule

## Revisions – Cont.

On Page 18 (Delete words in **Red**)

### **TERMS AND CONTITIONS – OUTSIDE FACILITES**

Mandatory requirements for baseball and softball fields:

- Must have home plate and the pitcher's mound raked flat.
- Bases removed and areas raked flat.
- Dugouts swept **and garbage removed from can liners.**
- **New can liners installed.**
- Cups and other garbage removed from the fields.
- No sunflower seeds are left in any area.

On Page 19 (Add words in **Red**)

- The District reserves the right to re-schedule any or all scheduled facility use. If re-scheduling is required, the District shall provide a notice to the requestor via phone call, email, or in writing at least one week in advance, **if possible.**





# Facility Use Manual Policy Manual & Fee Schedule

## Revisions – Cont.

Revisions to 2026 – 2027 SY Fee Schedule In Appendix A (Additions **Highlighted**)

| Room Rates/ Hour (3-Hour Minimum on All Rentals) |         |                     |                          |       |                          |       |          |
|--------------------------------------------------|---------|---------------------|--------------------------|-------|--------------------------|-------|----------|
| High School                                      | Class I | Class I Fund Raiser | Class II                 |       | Class III                |       | Class IV |
|                                                  |         | Utility Fee         | Utility Fee/Facility Fee | Total | Utility Fee/Facility Fee | Total |          |
| Gymnasium                                        | \$0     | \$27                | \$27/\$63                | \$90  | \$36/\$84                | \$120 | \$0      |
| Auditorium                                       | \$0     | \$30                | \$30/\$70                | \$100 | \$39/\$91                | \$130 | \$0      |
| Cafeteria/LRC/Lecture Hall                       | \$0     | \$16.50             | \$16.50/\$38.50          | \$55  | \$25.50/\$59.50          | \$85  | \$0      |
| Classroom                                        | \$0     | \$7.50              | \$7.50/\$17.50           | \$25  | \$19.50/\$45.50          | \$65  | \$0      |
|                                                  |         |                     |                          |       |                          |       |          |
| Middle School / <b>K-8</b>                       | Class I | Class I Fund Raiser | Class 2                  |       | Class 3                  |       | Class 4  |
|                                                  |         | Utility Fee         | Utility Fee/Facility Fee | Total | Utility Fee/Facility Fee | Total |          |
| Gymnasium                                        | \$0     | \$16.50             | \$16.50/\$38.50          | \$55  | \$25.50/\$59.50          | \$85  | \$0      |
| Cafeteria/LRC/MPR                                | \$0     | \$16.50             | \$16.50/\$38.51          | \$55  | \$25.50/\$59.50          | \$85  | \$0      |
| Classroom                                        | \$0     | \$7.50              | \$7.50/\$17.50           | \$25  | \$19.50/\$45.50          | \$65  | \$0      |
|                                                  |         |                     |                          |       |                          |       |          |
| Elementary School                                | Class I | Class I Fund Raiser | Class 2                  |       | Class 3                  |       | Class 4  |
|                                                  |         | Utility Fee         | Utility Fee/Facility Fee | Total | Utility Fee/Facility Fee | Total |          |
| Multipurpose Room                                | \$0     | \$13.50             | \$13.50/\$31.50          | \$45  | \$24/\$56                | \$80  | \$0      |
| Cafeteria                                        | \$0     | \$13.50             | \$13.50/\$31.50          | \$45  | \$24/\$56                | \$80  | \$0      |
| Classroom                                        | \$0     | \$6                 | \$6/\$14                 | \$20  | \$7.50/\$17.50           | \$25  | \$0      |



# Facility Use Manual Policy Manual & Fee Schedule

## Revisions – Cont.

Revisions to 2026 – 2027 SY Fee Schedule In Appendix A (Additions Highlighted)

| Athletic Rates/Hour (3-Hour Minimum on All Rentals)                 |         |                     |          |           |          |
|---------------------------------------------------------------------|---------|---------------------|----------|-----------|----------|
| High School                                                         | Class I | Class I Fund Raiser | Class II | Class III | Class IV |
| Football and Track With Lights                                      | \$0     | \$45                | \$75     | \$125     | \$0      |
| Football and Track Without Lights                                   | \$0     | \$0                 | \$30     | \$80      | \$0      |
| Baseball and Softball With Lights                                   | \$0     | \$45                | \$75     | \$85      | \$0      |
| Baseball and Softball Without Lights                                | \$0     | \$0                 | \$30     | \$30      | \$0      |
| Sand Beach Volleyball Courts With Lights                            | \$0     | \$10                | \$40     | \$50      | \$0      |
| Sand Beach Volleyball Court Without Lights                          | \$0     | \$0                 | \$30     | \$40      | \$0      |
| Tennis and Racquetball Court With Lights                            | \$0     | \$15                | \$25     | \$35      | \$0      |
| Tennis and Racquetball Court Without Lights                         | \$0     | \$0                 | \$10     | \$15      | \$0      |
| Practice Field                                                      | \$0     | \$0                 | \$25     | \$25      | \$0      |
|                                                                     |         |                     |          |           |          |
| Middle School / K-8                                                 | Class I | Class I Fund Raiser | Class 2  | Class 3   | Class 4  |
| Football Field or Track                                             | \$0     | \$0                 | \$30     | \$35      | \$0      |
| Baseball/Football Field                                             | \$0     | \$0                 | \$30     | \$35      | \$0      |
| Coronado Baseball/ Softball Field With Lights (Pima County Subsidy) | \$0     | \$0                 | \$10     | \$15      | \$0      |
|                                                                     |         |                     |          |           |          |
| Elementary School                                                   | Class I | Class I Fund Raiser | Class 2  | Class 3   | Class 4  |
| All Fields                                                          | \$0     | \$0                 | \$25     | \$35      | \$0      |



# Facility Use Manual Policy Manual & Fee Schedule

## Revisions – Cont.

Revisions to 2026 – 2027 SY Fee Schedule In Appendix A (Additions Highlighted)

| All Sites (Per Use)                                                                                      |         |                     |                   |                   |          |
|----------------------------------------------------------------------------------------------------------|---------|---------------------|-------------------|-------------------|----------|
| Rental Item                                                                                              | Class I | Class I Fund Raiser | Class II          | Class III         | Class IV |
| Ramada                                                                                                   | \$0     | \$0                 | \$15              | \$25              | \$0      |
| Parking Lot                                                                                              | \$0     | \$0                 | \$75              | \$75              | \$0      |
| Equipment                                                                                                | \$0     | \$0                 | \$30              | \$30              | \$0      |
| Piano                                                                                                    | \$0     | \$0                 | \$25              | \$25              | \$0      |
| Grand Piano                                                                                              | \$0     | \$0                 | \$25              | \$25              | \$0      |
| Portable Public Address System                                                                           | \$0     | \$0                 | \$30              | \$30              | \$0      |
| Fixed Public Address System/PA System                                                                    | \$0     | \$0                 | \$30              | \$30              | \$0      |
| Projector                                                                                                | \$0     | \$0                 | \$10              | \$10              | \$0      |
| Stage Lighting                                                                                           | \$0     | \$0                 | \$30              | \$30              | \$0      |
|                                                                                                          |         |                     |                   |                   |          |
| Miscellaneous Fees                                                                                       |         |                     |                   |                   |          |
| Type of Fee                                                                                              | Class I |                     | Class 2           | Class 3           | Class 4  |
| Late Payment Fee                                                                                         | \$0     | \$0                 | \$30 per event    | \$30 per event    | \$0      |
| Returned Check Fee                                                                                       | \$0     | \$0                 | \$40 per return   | \$40 per return   | \$0      |
| Application Fee                                                                                          | \$0     | \$0                 | \$30 per event    | \$30 per event    | \$0      |
| Data Entry or Change Fee                                                                                 | \$0     | \$0                 | \$50 per change   | \$50 per change   | \$0      |
| Audio Visual Support/Technology Support/Security/Setup Fees Per Hour/Per Person (Holiday, \$60 per hour) | \$0     | \$45 per hour       | \$45 per hour     | \$45 per hour     | \$0      |
| Student A/V Support                                                                                      | \$0     | \$26 per hour       | \$26 per hour     | \$26/hour         | \$0      |
| Custodial Flat Per Hour (During Regular Shift Hours)                                                     | \$0     | \$26 per hour       | \$26 per hour     | \$26 per hour     | \$0      |
| Custodial Overtime Per Hour (Holidays, \$61 per hour), 3-Hour Minimum                                    | \$0     | \$46 per hour       | \$46 per hour     | \$46 per hour     | \$0      |
| Cancellation Fee Less Than 48-Hour Notice                                                                | \$0     | 10% total invoice   | 10% total invoice | 10% total invoice | \$0      |

# Questions?

