



Facility Use Policy Manual & Fee Schedule

2026-2027



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Contents

INTRODUCTION	5
GOVERNING BOARD POLICY.....	5
LEGAL AUTHORITY AND COMPLIANCE	5
GENERAL REQUIREMENTS.....	6
FACILITY USER CLASSIFICATIONS AND FEE SCHEDULES	6
CLASS I:.....	6
CLASS II:.....	7
CLASS III:.....	8
CLASS IV:.....	8
RENTAL FACILITY USE AGREEMENT PROCEDURES.....	9
COMPLETION OF FACILITY USE AGREEMENT FOR FACILITY	10
PROCESSING AND APPROVALS	10
PAYMENTS OF FEES	11
CANCELLATION, TERMINATION, MODIFICATION, AND LEASE	11
TERMINATION OF FACILITY USE AGREEMENT - LOSS OF FACILITIES	11
MODIFYING A REQUEST.....	12
EVENT DURATION AND FEE ADJUSTMENTS	12
LEASES	12
INSURANCE CERTIFICATE OF USER.....	12
PERSONNEL FEES.....	12
CUSTODIAL/MAINTENANCE STAFF:	13
FOOD SERVICE STAFF	13
AUDIO-VISUAL/STAGE EQUIPMENT STAFF	14
SECURITY/SAFETY STAFF	14
GROUNDS STAFF	14
OTHER PERSONNEL FEES.....	14
STUDENT STAFFING	14
FEES FOR USE OF SPECIAL EQUIPMENT	14
TERMS AND CONDITIONS FOR RENTAL OF DISTRICT FACILITIES	15
GENERAL USE, SUPERVISION, AND CONDUCT.....	15
REQUIRED PUBLIC NOTICE	15
FACILITY RESTRICTIONS, ALTERATIONS, AND SAFETY	15
EQUIPMENT AND SPECIALIZED USE	16

EMPLOYEE USE OF FACILITIES	16
ATHLETIC FACILITY RENTALS REQUIREMENTS	17
USE OF ATHLETIC FIELDS / OUTSIDE FACILITIES	17
VENDOR PROGRAMS, COURSES, AND CAMPS	17
TERMS AND CONDITIONS – OUTSIDE FACILITIES	18
COMMERCIAL USE OF GROUNDS.....	19
SPECIAL INTEREST GROUPS	19
APPENDIX A – SCHEDULE OF FEES	20

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INTRODUCTION

GOVERNING BOARD POLICY

The use of District facilities is permitted under Arizona Statute and Governing Board Policy, including Procedure 3-202.A, Requirements for Community Use of Equipment or Facilities, subject to specific rules and conditions.

This handbook represents the requirements of both Arizona law and the Governing Board of the Amphitheater Public Schools for the use of District property by groups, organizations, or persons for permitted purposes.

No school facility shall be used by any group or individual not in compliance with the requirements of all applicable federal or state statutes, regulations, and rules prohibiting discrimination on the basis of race, religion, color, sex, national origin, disabilities, age, or other classification.

When, in the opinion of the Chief Financial Officer (CFO), the benefit from the requested use of school facilities to the community or the District is questioned, the CFO will review the activity with the Superintendent.

LEGAL AUTHORITY AND COMPLIANCE

All rentals and leases shall be in compliance with A.R.S. § 15-1105. If any provision of this manual is deemed not to be in compliance with State statute or Governing Board Policy, statute and Policy shall govern.

The facility user affirms that no event will be held for the purpose of advancing any theories subversive to the constitutions or laws of the State of Arizona, or the United States, or for the purpose of advocating social or political change by violence.

No school facility shall be used by any group or individual not in compliance with the requirements of all applicable federal or state statutes, regulations, and rules, prohibiting discrimination on the basis of race, religion, color, sex, national origin, disabilities, age, or other classification.

The facility user of District facilities shall comply with all laws of the United States, the State of Arizona and applicable city ordinances, including any rules and regulations contained herein for the facilities owned and under the control of the District. Violations by the facility user may result in cancellation of a Facility Use Agreement and immediate discontinuance of the use of facilities.

GENERAL REQUIREMENTS

Any classification of group utilizing District resources shall enter a Facility Use request through the ML Schedules online application, District programs (student club, athletic team or club, content area event) do not need to provide a certificate of insurance as the District insurance provides coverage. All other groups shall provide a certificate of liability insurance that meets the District's minimum standard, and fees will be assessed based on classification.

District and community users alike will first submit their facility use request to the District for review. Once the activity and supporting documentation is reviewed and approved, the online request will be routed to the campuses for approval by the administrative support staff and the principal. If approved at the site level, the request will return to the District level to be reviewed at the final time before submitting to the CFO for activation of the Facility Use Request. Any District level approver can decline the request and will communicate the rationale to the requester.

The Governing Board has designated the CFO as the District agent to sign Facility Use Agreements to ensure their compliance with Arizona law and the terms of this Facility Use Policy Manual. A facility user may not use facilities unless the CFO on behalf of the District has activated the Facility Use Agreement.

Please review the following Sections of this handbook for procedures, fees and the terms and conditions for the use of facilities and equipment. If you have any questions, please contact the Facility Rental Department at (520) 696-5144.

FACILITY USER CLASSIFICATIONS AND FEE SCHEDULES

Classification of Rental Users: The facility user of a District school or facility shall be subject to a rental fee depending on the classification of the facility user. Fees for each classification are shown on the fee schedule. The four (4) classifications of rental fees are as follows:

CLASS I:

This category of users are school-related, student-centered groups that exist for the sole purpose of contributing to the success of our Amphitheater Public Schools students and governmental entities conducting official business within the District. Parent Teacher Organizations, Booster groups, student clubs, and school sanctioned non-AIA athletic teams are included in this classification.

This category of user is exempt from paying an hourly rental rate and any substantial direct expenses, such as custodial cleaning, security, and utilities, so long as **all** fees and proceeds collected by the user for an event are deposited into a District account (student club and booster organization accounts are not considered District accounts). If fees collected by the user are deposited into the user's account, the event is considered a fundraiser, and the user is subject to all direct expenses.

Examples:

1. Organizations directly associated with the District and conducting activities for District school-age children. Examples include staff and parent groups such as Site Council, PTO/FTO, booster clubs, etc., and student groups such as clubs and school teams. These organizations are exempt from custodial and utility surcharge fees except for:
 - a. **Fundraising events are subject to all direct expenses, such as utility and custodial cleaning fees.**
2. Units, or elected officials, of Federal, State, and local government, when conducting community or official business within the District. This includes all governmental entities for which reciprocal agreements have been executed.
3. Groups or District departments providing staff development, in-service or other job-related training classes primarily for District personnel and at the request of a District administrator. If the class was designed for District staff, but outside parties attend because of limited available openings, the function will still not be subject to rental fees if more than fifty-one percent (51%) of the participants are District staff.

CLASS II:

This category of user is for all non-profit organizations. Class II facility users that are non-profit organizations specified by law (must provide IRS 501(c)(3) Letter of Non-Profit Standing). This category would include, but not be limited to:

1. AIA, AMEA, ABODA, and all youth athletic/development programs.
2. Youth organizations such as Boys/Girls Clubs, Y.M.C.A., community sports leagues and National or State athletic organizations. (i.e.: Basketball Congress, Olympic training groups, etc.).
3. Non-profit performing arts groups.
4. Non-profit organizations providing before or after school daycare services.
5. Community organizations such as Rotary, Thunderbirds, Kiwanis, Jaycees, etc.
6. Units of Federal, State, and local government, when their use of the facility is not community or official business (i.e., fundraisers, fee activities, sponsoring another group where that group would be subject to a rental fee schedule, etc.).
7. Non-profit groups (including public schools, community colleges or universities) conducting any in-service or job training classes to the general public and the classes are not solely for District staff.
8. Political organizations or elected officials when their activities are not exclusively for

community information purposes.

9. Churches and religious groups. When using facilities for religious services.
10. National or State educational or employee organizations. If activity is to be hosted by District, and approved by responsible administrator, no rental fee will be charged.
11. Local civic and homeowner groups.
12. Non-profit colleges or universities.

CLASS III:

This category of facility user is for all commercial, profit-making organizations, regardless of the purpose for their use of facilities.

Any activity of a profit-making organization for the purpose of donating profits or proceeds to the District, or a public charity, does not change the rental fee rate from their Class III schedule.

CLASS IV:

This category of facility user is for those District and community organizations, with which the District has a reciprocal and long-standing relationship in support of the District's Missions and Values, including organizations where the District is a co-sponsor of an event or is working in direct partnership with the organization. These organizations are exempt from paying an hourly rental rate and any substantial direct expenses, such as custodial cleaning, opening & closing of facilities, security, and utilities. Governing Board approval is required on an annual basis.

Facility Usage Fee Waiver Schedule					
	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

RENTAL FACILITY USE AGREEMENT PROCEDURES

Facility Use Agreement for Facility Use of School Property: This Facility Use Agreement includes all the required information and references to be considered a legal agreement with the District in connection with the facility use of property by third parties.

The Facility Use Agreement is initiated by the requester as a "requisition" to use rooms, facilities and/or equipment at a specified building. The requester will be provided with a link to the online process. The requester must provide all documentation required to support the use of a facility before a request can be fully authorized.

The process for online submission and a list of the required documentation per activity type are included on the District website under Departments - Facilities- Rentals.

The Facility Coordinator can review the facility use requirements through the ML Schedules calendar by going into the details of specific events. The information will be communicated to the individuals assigned to the event by the site, facility coordinator, or the supervisor.

COMPLETION OF FACILITY USE AGREEMENT FOR FACILITY

- Event Title
- Location – Name of the Site for the event.
- Rooms – Accessed via the binocular icon.
- Event Dates – singular, multiple, or recurring schedules are available.
- Event Times – Start time needs to reflect the time the organization will arrive at the location, and the end time must reflect the organizations' departure time from the location.
- School Employee – yes or no.
- Organization and Contact Information. If this is an individual, be sure to list any business name under which the individual is doing business. The name provided must match with the "insured" name on the certificate of insurance.
- Amount of Coverage: Must state no less than \$1,000,000 liability (Each Occurrence limit for bodily injury and property damage) and no less than \$100,000 Damage to Rented Premises (also known as property damage or fire damage coverage) on Certificate of Insurance.
- Required Maintenance Services: Custodial must be checked on all requests for notification to the site facility coordinator of an upcoming event. All other requested requirements will need to be checked, and a descriptor placed in the information box.
- Rental Classification: Classification will auto-populate based on submitted information. If a facility user is claiming non-profit status, a copy of the non-profit documentation, the I.R.S. Letter of Non- Profit Standing, must be provided as part of the organization's profile.
- Dates/Times of Facility Use: Exact dates and times of use must be recorded for scheduling and billing purposes.
- Personnel Requested: Record number, type of personnel, and total hours requested.
- Equipment Requested: Insert the number and descriptions of equipment.

Once a facility use request is fully authorized and activated, the facility user will be required to pay the invoiced amount prior to the use of the facility. Additional fees, if there are any, will be billed after use. For longer term periods, periodic payments advance payments may be required in accordance with Payment of Fees.

PROCESSING AND APPROVALS

A request for the use of facilities will be initiated by the requestor through the online registration available through the link on the website, under Facility Rentals. A calendar is available for checking availability per site. If the facilities are available, the request will first route through the Facility Rental for verification of fees, certificates of insurance, IRS Letter of Standing verifying non- profit 501(c)(3) status, concussion certificates for athletic users, Signed Track and Field Guidelines for stadium use, and scheduling of facility request requirements (personnel, HVAC, lighting, or equipment). The facility use requestor will electronically sign the rental Facility Use Agreement.

Once all pertinent information has been provided, fee schedule is completed, and Facility Use Agreement requirements scheduled, the information will be forwarded to the appropriate site staff (principal, assistant principal, administrative support staff) for site approval.

After obtaining all required electronic signatures of approval, the requester will receive a notice of active status and an invoice.

The facility request process should be completed no less than ten (10) working days prior to the facility use to allow time to sufficiently route through all approvers. All required documents must be submitted for the approval process to begin.

The requester shall be informed of the total amount due on the Facility Use Agreement and that it must be paid prior to the scheduled use of facilities.

PAYMENTS OF FEES

When submitting an extended time facility request, the requestor must pay facility, personnel, and equipment fees for at least the first 30 calendar days of scheduled facility use. When scheduled use will exceed 30 days, monthly payments must be received by the first of each month for the rental to continue.

Invoices will be sent electronically to the email indicated on the organization profile. Should payments not be made within times required, the facility user will be notified that facility use may not continue. Any past due amounts will be sent to Collections.

All checks must be made payable to the "Amphitheater Unified School District".

CANCELLATION, TERMINATION, MODIFICATION, AND LEASE

The District may cancel the use of the facility on the date or dates specified in the Facility Use Agreement by notifying facility user by telephone, letter, or email to the address given in the organization profile at any time prior to any scheduled use.

The Facility Use Agreement may be terminated immediately by the District if the facility user fails to comply with these provisions.

TERMINATION OF FACILITY USE AGREEMENT - LOSS OF FACILITIES

In case of fire, casualty or other unforeseen occurrence which render the District unable to provide Facility Use Agreement facilities, said Facility Use Agreement shall be immediately terminated, and District shall not be liable for any claims or damages resulting therefrom. The facility user shall be liable only for payments during the time the premises were used.

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.

The District reserves the right to terminate, not renew, or refuse a Facility Use Agreement upon notice if the facility user has violated any of the terms and conditions contained herein or has in

any way abused the privilege granted in using school facilities.

MODIFYING A REQUEST

If you need to modify an already approved request, you must first CANCEL the original Facility Use Agreement and then submit a NEW REQUEST with the required changes. Requests must be submitted online a minimum of ten (10) work days prior to the date of your event.

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.

LEASES

If a facility user seeks exclusive use of school property or seeks use for more than thirty (30) consecutive days, please contact the District's CFO for lease information.

INSURANCE CERTIFICATE OF USER

Any group, organization or individual facility user that is not itself a District program must provide a Certificate of Insurance that names the Amphitheater Unified School District as an "additional insured" when Facility Use Agreement for the use of District facilities. The Certificate must state no less than \$1,000,000 liability (Each Occurrence limit for bodily injury and property damage) and no less than \$100,000 Damage to Rented Premises (also known as property damage or fire damage coverage). A copy of the current insurance certificate must be attached to each Facility Use Agreement. Any vendors requested to participate during a Facility Use Agreement must also provide the required insurance certificate as stated above. Required by: A.R.S. §15-1105.

A sample insurance certificate will be provided upon request.

PERSONNEL FEES

When the use of District facilities and equipment requires supervision, cleaning, or technical assistance in connection with the intended purpose or timing of the rental, District staff will be assigned, and personnel fees charged to the facility user as part of the Facility Use Agreement in accordance with the attached schedule. These fees may apply to facility users who may otherwise be exempt from facility fees (Class I).

All wages earned by District-assigned staff in connection with a rental must be paid through District payroll to cover employees under State Workers Compensation laws. These wages may be paid only from fees collected in connection with the facility use that are deposited in the Civic Center Facility Fund and not paid directly by the facility user. Before staff are paid, all District staff

must have an Electronic Personnel Action Report (EPAR) in place.

Before school, after school, and weekend facility use staffing must be assigned in connection with the Facility Use Agreement. See Appendix A for a schedule of chargeable fees for District personnel.

Requirements by personnel type are as follows:

CUSTODIAL/MAINTENANCE STAFF:

- A custodian, grounds keeper, or other maintenance personnel must be assigned to each facility use Facility Use Agreement at all times that a regularly scheduled building custodian is not on duty. This includes weekends, holidays, and hours outside of the normal work schedule.
- At any time that the building Principal determines that custodial/maintenance assistance is required in addition to staff on duty at the time of facility use, custodial/maintenance staffing may be added to the Facility Use Agreement. This would normally occur when a facility use is expected to require additional supervision, assistance, or cleaning beyond the time available from custodians on duty.
- In any case that custodial/maintenance hours are required, hours beyond facility use times scheduled may be added to allow for cleanup after the facility user leaves. During the summer, requestors may incur Facility Use Agreement contracted cleaner charges instead of, or in addition to, the District custodial charge.
- When custodial/maintenance personnel are required in connection with a Facility Use Agreement, duties shall include the opening and closing of the facilities (including security systems), supervising the facility (not program), adjustment of lighting, heating and cooling systems, accommodation of facility user needs for authorized equipment and as a contact for emergency needs. The cleaning of the facilities, separate and apart from normal post-event cleaning, may occur during scheduled use as needed or requested by the user group.
- Custodians shall be provided through the building Principal who will determine the required staff hours. Hours worked are tracked through the time clock system. Final invoices will be adjusted to reflect actual hours worked. All facilities used outside of normal operating hours will require custodial staff. This charge ensures that the facilities are prepared for the next day of school.

FOOD SERVICE STAFF: For any rental Facility Use Agreement that includes the use of kitchen equipment, a food service worker must be assigned, and fees collected by Food Service. Food Service must review and electronically approve the facility request.

AUDIO-VISUAL/STAGE EQUIPMENT STAFF: District provided technical staff would be required at any time the building Principal determines that the operation of building equipment requires trained personnel. Hours assigned may include advance set-ups of equipment, operation during the rental times and disassembly and storage after rental use. The Fine Arts Coordinator, while not an approver, is included in electronic notification of auditorium use to assist with scheduling technicians and student workers, if needed.

SECURITY/SAFETY STAFF: Security staff may be required at any time, the Director of Security, or their designee, determines that a Facility Use Agreement warrants crowd control or other security measures. If District security is required, the cost shall be included in the rental Facility Use Agreement. If District Off – Duty police officers are part of the Facility Use Agreement, they are paid directly by the facility user.

It is required that, for any event, over 150 people, a District security person(s) be assigned and charged for, in the Facility Use Agreement. The Director of Security, or his designee, shall review and approve all emergency plans for rental events.

GROUNDS STAFF: Tournament events using athletic facilities will require custodian/grounds keepers. The new high school track and the stadium facilities require expert maintenance to maintain the warranties and the high-quality facility standard for our students. Baseball fields will require grounds staff to be present to maintain the field during facility use. Field prep charges will apply to ready the field(s) for the facility use and will be included in the Facility Use Agreement.

OTHER PERSONNEL FEES: Should a building Principal or facility manager require other staffing in connection with the approval of a Facility Use Agreement for which a fee is not provided on the following schedule, please contact the Operational Support office.

STUDENT STAFFING: Students are often used to function as assistants with parts of a production as "stage crew" which covers various functions (set design, lighting, sound, etc.). The costs of student workers will be charged to any auditorium facility request.

The District will process these payments through Payroll; therefore, each student would complete an application, W-4, I-9, and have a parental permission form completed. These forms would be sent to Human Resources and an EPAR would be generated enabling Payroll to pay the student.

This procedure is intended for students working on productions connected with Facility Use Requests only.

FEES FOR USE OF SPECIAL EQUIPMENT: When the use of District facilities includes a request by the FACILITY USER to use special equipment, a separate equipment use fee will be added to the facility use request.

TERMS AND CONDITIONS FOR RENTAL OF DISTRICT FACILITIES

GENERAL USE, SUPERVISION, AND CONDUCT

All activities must be under competent adult supervision supplied by facility users. The Principal or other facility manager shall have authority over facility user's activities, and facility users shall abide by all requests made by the principal or designee. Administrators or other authorized District staff are to have access to all facilities at any time. Premises are to be vacated at the times specified.

All District properties shall be left in as good condition as when received. The personal property of the facility user must be removed from the premises immediately upon completion of Facility Use Agreement term unless previous arrangements have been made, and the District shall not be responsible for the personal property of the facility user in any way during or after a rental period.

No smoking or alcoholic beverages are allowed anywhere on District premises. No refreshments are to be served or sold on school grounds, or in the buildings except in the appropriate facilities, and only with the prior approval of the building Principal.

Any facility user using Amphitheater Unified School District facilities for activities, which include school-age children, will ensure compliance with the District's Student Code of Conduct. Any illegal behavior will be referred to proper authorities for appropriate legal action.

REQUIRED PUBLIC NOTICE

As a condition of your Facility Use Agreement with Amphitheater, the facility user must provide the following notice in writing to all employees and participants involved in any program the facility user offers anywhere on Amphitheater property:

"PLEASE NOTE THAT [INSERT NAME OF PROGRAM] IS NOT A PROGRAM OF THE AMPHITHEATER UNIFIED SCHOOL DISTRICT (AMPHI). AMPHITHEATER NEITHER SPONSORS NOR ENDORSES THE PROGRAM. LIKEWISE, PARTICIPATION IN THIS PROGRAM IS NOT A PRECONDITION TO PARTICIPATION IN ANY PROGRAM OF AMPHITHEATER. ACCORDINGLY, AMPHITHEATER ASSUMES NO RESPONSIBILITY FOR ITEMS LOST OR STOLEN WHILE ON AMPHITHEATER PROPERTY, OR FOR ANY OTHER DAMAGES OR PERSONAL INJURY THAT YOU MAY SUSTAIN IN CONNECTION WITH YOUR PARTICIPATION IN THIS PROGRAM."

FACILITY RESTRICTIONS, ALTERATIONS, AND SAFETY

Sub-Facility Use Agreement: The facility user shall not assign a Facility Use Agreement for any facility, or area therein, nor any rights under a Facility Use Agreement to another party. Any party other than the FACILITY USER must execute a separate Facility Use Agreement with the District.

Alteration of Premises: The facility user shall take the premises in the condition in which they exist. Should any facility user remove or change the location of any equipment, such changes

shall be made at their expense, and facility users shall return such equipment back to the condition and location in which it was originally found. The facility user shall make no changes or alterations without prior written approval of the building Principal. This includes athletic equipment such as soccer goals, pitching screens, etc. Soccer goals must be in locked position during use or stored.

Decorations: No decorative or other materials shall be attached to any part of the rental facilities so as to damage these facilities. All decorative or other materials shall be non-combustible or be suitably treated with a flame retardant approved by the City/County/Town.

Prohibited Items: No fireworks, explosives or outdoor cooking shall be used on the premises without the direct, separate written consent of the CFO.

Showing movies on campus: Any group showing a movie must provide a copyright license for the movie. The process for acquiring a copyright license is available by contacting the relevant supervisor/District legal counsel.

Barbecue Equipment and Propane Tanks: Use of barbecue equipment or propane tanks must be preapproved by the CFO.

Obstruction of Passageways: No portion of entries, passageways, aisles, elevators, windows, ventilators, lighting fixtures or other ways of access to the facilities or their utilities shall be obstructed or cause to be used for any purpose other than ingress or egress.

EQUIPMENT AND SPECIALIZED USE

The District does not loan or rent out equipment to be taken off campus. Equipment set-up/tear down for rentals will include one-hour pre- and post- event by site personnel. The site must inspect the equipment post- event within 24 hours so any damage can be pursued with the renter.

Auditorium use requires one-hour pre-event charge for the auditorium tech to coordinate sound and lighting specific to renter's program requirements.

EMPLOYEE USE OF FACILITIES

Teaching private lessons for a fee by District staff shall be subject to all rental procedures and requirements under these Rules and Regulations for all other outside facility users. (See Governing Board Policy 4-209 – Tutoring.) District employees must adhere to District Policy including the prohibition from receiving payment for tutoring their own students.

Employees of the District will not be allowed to rent facilities, except if the employee (1) secures Facility Rental's permission, (2) is not running a program in competition with existing school programs, (3) has his/her own 3rd party company, (4) is not tutoring his/her own students, (5) pays the full rental price or (6) in partnership with his/her Amphitheater parent group with a 501(c)(3). In this case, facility rental fees are waived; however, personnel fees are not waived, and security is

at the discretion of the Principal/program leader. Employees must work through Facility Rental to offer any out-of-school classes such as enrichment, tutoring, etc.

ATHLETIC FACILITY RENTALS REQUIREMENTS

Any rentals of a school's athletic facilities (gyms and fields) will require the facility user to provide a list of coaches and their complete Concussion Course certificates to the District office. This free, on-line, 30-minute course is entitled "Concussion in Sports - What you Need to Know." It is located at www.nfhslearn.com. This requirement applies to the following sports usages: football, flag football, baseball, softball, basketball, volleyball, soccer, lacrosse, rugby, and any others as deemed necessary by District officials. This requirement is pursuant to A.R.S. § 15-341(24)(b) and applies to in-state facility users only.

USE OF ATHLETIC FIELDS / OUTSIDE FACILITIES

General Conditions: The outdoor athletic fields and courts cannot be reserved by outside user groups.

However, Facility Use Agreements may be issued to city recreation and youth sports organization groups for organized activities during specific recreation seasons when fields or times do not conflict with District programs or commitments.

Priority in scheduling fields by the building Principal shall be given to programs and leagues which involve Amphitheater students.

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:

- Requests to the Amphitheater's Facility Rental Department must be initiated at minimum ten (10) business days prior to the use date(s) requested.
- All vendors must provide a Concussion Course certificate(s) prior to program operation.
- All marketing material may be distributed with written approval by the Facility Rental Department and District's legal counsel.
- Vendors must observe and comply with District standards of use, supervision, and conduct.
- Vendors must comply with all Arizona Interscholastic Association regulations, if applicable.

- Vendors must observe and comply with all cities, state, and federal regulations.
- The District reserves the right to cancel the vendor program at any time.

TERMS AND CONDITIONS – OUTSIDE FACILITIES

The facility requestor shall maintain playing fields and related facilities during the period of their use. The facility user shall return the fields and facilities at the end of the rental period in the same condition as when the facilities were assumed. It shall be the judgement of the building Principal and/or the CFO, and grounds lead, as to whether damages or maintenance was not completed by the facility user. The Track and Field Guidelines, signed by each facility user of the area, will be the standard for assessing the condition of the facility use. The cost to restore such facility shall be performed by the District and billed to the facility user.

Banners must be approved and face toward the playing field. Banners must be removed at the end date of the facility's use.

Banners for sports leagues require approval from the CFO and Principal of the site. Without both approvals, the banners may not be hung at the requested site. Banners must be removed at the facility use end date.

Five (5) days prior notice must be given to the Grounds Lead for installation of temporary fences, tents, or other items that require staking to properly mark sprinkler valves, heads, and hose locations. This will help in avoiding damage to the sprinkler system.

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.
- Cups and other garbage removed from the fields.
- No sunflower seeds are left in any area.

The facility user shall supervise both its own people and all other people in attendance and provide adequate adult leadership for children and adults in the areas used, as well as parking lots and immediately surrounding areas. The facility user shall monitor participants and attendees during the usage periods, and all areas shall be fully cleaned through the facility use Facility Use Agreement by District personnel paid to perform the function.

Preparation of fields for facility requests shall not interfere in any way with the school program at the site. No modification will be made to the school premises without the approval of the Governing Board. Any approved permanent modifications shall become the property of the District. Any modification required, and District approved, through the facility request will be

performed by the appropriate District staff at the associated personnel rate.

The facility user shall have no authority or jurisdiction over District property, or improvements, except to police these premises during the time of use.

All activities shall terminate at or before 10 p.m., and field lights shall be turned off not later than 10 p.m. No inning of a baseball game shall start after 9:30 p.m.

Only authorized adults shall be allowed in press boxes or on photography platforms, and their names shall be listed on the Facility Use Agreement when it is signed. Public address systems, when used, shall be operated at a volume low enough to avoid disturbance of households in areas adjacent to the premises used.

Concessions stand shall not be opened for operation other than at times and dates when games are played. No glass containers or other breakable articles shall be dispensed at concessions stands.

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.

The District reserves the right to terminate, not renew, or refuse a Facility Use Agreement upon notice if the facility user has violated any of the terms and conditions contained herein or has in any way abused the privilege granted in using school facilities.

All other rules and regulations of the District pertaining to rental Facility Use Agreements for the use of school facilities as set forth in the Rules, Regulations and Fees for Rental of School Property shall apply to a Facility Use Agreement for outside facilities and are binding on the facility user.

COMMERCIAL USE OF GROUNDS

When commercial enterprises request to use school grounds other than facilities listed in rate schedule to film advertisements, or for other business or promotional purposes, a Facility Use Agreement must be written, and normal procedures followed, including insurance liability certificates. A location agreement (available from the Legal Department) must be signed as well.

SPECIAL INTEREST GROUPS

Special Interest Groups: Regular use of facilities by religious, political, or other special interest groups shall be limited. Rental facilities for church services will be renewed every six (6) months, with a maximum of four (4) renewals. Executing a new Facility Use Agreement after the two (2) year term is subject to District review. A renewal after the six (6) months is the responsibility of the Facility Use Agreement holder.

APPENDIX A – SCHEDULE OF FEES

2026 – 2027 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 / K-8	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

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

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