

**COMMUNITY USE
OF SCHOOL FACILITIES &
DISTRICT EQUIPMENT
RULES & REGULATIONS**

HANDBOOK



December 2019

PEORIA UNIFIED SCHOOL DISTRICT NO. 11

Mailing address

P. O. BOX 39

Peoria, Arizona 85380-0039

Street Address

6330 West Thunderbird Road

Glendale, Arizona 85306

(623) 486-6000

GOVERNING BOARD

Monica Ceja Martinez, President

Beverly Pingerelli, Clerk

Judy Doane, Member

David Sandoval, Member

Cory Underhill, Member

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ADMINISTRATIVE REGULATIONS

Use of school facilities shall be primarily for the uses prescribed by law. No activity will be allowed to interfere with the regular school program.

Each request for use of school facilities will be approved by the school principal, and in consideration of Governing Board approved Intergovernmental Agreements, and must be renewed annually. All intergovernmental agreements will be approved by the Governing Board and signed by the Superintendent or designee.

Initial inquiry must be made at the principal's office for school facility use. The applicant must file a written and signed agreement for the rental or use of the school facility requested. The agreement must be submitted to the designated representative at the school. The designated school Administrator or the designated (District Administrator) shall determine the custodial, security, and other special help needed for each time of use.

School buildings and facilities shall be made available for community use consistent with state statutes, policies and regulations of the Governing Board of the Peoria Unified School District #11, and consistent with the needs of the school or of the School District.

1. All applicants must become familiar with and agree to abide by the printed rules and regulations of the Peoria Unified School District concerning the public use of school facilities.
2. Responsibility for proper use of school facilities and observance of the rules and regulations shall rest upon the applicant, sponsors, and/or participants. The school employee on duty shall report all irregularities to the designated administrator as soon as possible.
3. Charges shall be made based on the approved rate schedule outlined on the website. The District Administrator reserves the right to impose special rates and use arrangements. If a renter uses in kind donation in lieu of payment, then Documentation must exist to verify an equitable transaction inclusive of all operational expenditures and fees. No special consideration will be given without prior District approval.
4. The District Administration or the school administrator reserve the right to cancel any agreement if, after investigation, it is determined that such use is not in the best interest of the Peoria Unified School District.
5. Any organization may be given a one-week notice that the school facilities are no longer available for use by said organization. The reasons for this action will be stipulated. The misuse of facilities or equipment may result in the immediate suspension of an agreement.
6. Arrangements for rental or use of vacant land that is owned by the Peoria Unified School District shall be brought forward by the District administrator for consideration by the Governing Board.
7. All copies of the agreement for rental of school facilities should be submitted to the designated administrator of the school at least two weeks prior to the requested date(s).
8. All activities must be under the supervision of competent adults and the organization which is using the school facility must assume full responsibility for payment of all damage to buildings or equipment while using same.

9. Use of facilities by any individual or group may, at the District's discretion, be monitored by employees of the Peoria Unified School District; such monitoring is to be paid by the user.
10. Smoking is prohibited on school property and the use of open flames, such as candles, is not permitted. To promote the health and safety of students, staff, and visitors, and in compliance with state statutes, tobacco products are prohibited at all times in all school facilities, vehicles, grounds and District properties. Violation of this may result in the loss of use of District facilities.
11. Gambling and the use or sale of alcoholic beverages is also prohibited on school property.
12. Only facilities specifically approved by the designated administrator are to be used and persons attending the activity must confine themselves to the specific sections of the facilities approved.
13. No materials or equipment including lighting, wiring, scenery, decorations, combustible materials, animals, or other items of any unusual nature may be brought into a school building without approval. Any such approved apparatus or equipment provided by the lessee must be removed from the school premises upon the termination of the rental period so that there will be no interference with the regular school program, unless written permission has been granted otherwise by the designated administrator.
14. The sponsor must limit the number of occupants to the safe seating capacity of the room or the facility used. The number of tickets sold for any event must not exceed the rated seating capacity of the facility being used.
15. All ordinances of the fire and police departments pertaining to public assemblies must be observed. Authorized school personnel must have access to all buildings, grounds and facilities at all times.
16. In all rental instances, full disclosure of the use of the facility or grounds will be provided to the District.
17. The District may require a fee for opening the facility, supervision, cleaning and utilities of the facility to any lessee any time its use is outside the facilities normal operating hours.
18. Any organization that has a member who is a school employee and who will assume the responsibility for the care of the property and custodial service may employ such a person subject to approval by the District administrator or site principal.
19. The lessee will provide control personnel (police, parking, attendants, ushers, etc.) if necessary, as determined by the District.
20. No material or equipment is to be attached to any part of the facility, including the electric service, unless written approval is granted. The use of school-owned electronic or electrical equipment is permitted and may require operation by school employees, if available, or other qualified personnel authorized by the designated administrator.
21. For the use of any Peoria Unified School District food services facility other than the dining area, the application form must also be approved by the Director of Food and Nutrition.
22. Under A.R.S. 15-1105, Paragraph D, School District's Governing Boards are required to obtain proof of liability insurance from outside entities using school facilities. All individuals and groups must cover themselves and the Peoria Unified School District with an amount no less than

\$1,000,000 for bodily injury and property damage. (The District reserves the authority to require a greater sum of coverage for bodily injury and property damage based on the activity of the rental group.) A certificate of insurance naming the Peoria Unified School District as an added insured must be provided in advance along with the rental contract. This insurance requirement is \$5,000,000 for vehicle rentals.

23. The lessee shall be responsible for inspecting and reporting any damage and/or safety concerns of the premises, equipment and furnishings being used. Items of concern must be in writing to site administration prior to use of the facility.
24. It is required that all rental groups report verified cases of MRSA and/or any other serious contagious disease, illness, or infection of people that have attended their programs on our campuses to the District administrator within 24 hours of identification.
25. Lessee shall indemnify the District for any damages to the premises, equipment and furnishings of facilities during the time the lease agreement is in effect. Lessee shall also waive any claim against the District, defend, save and hold harmless the District, its agents and employees for any damages to property or injury to persons occasioned by or in connection with the use of the facilities by the lessee.
26. Lessee shall be responsible for any costs incurred related to false fire alarms.
27. Permits for use of school facilities by institutions of higher learning for courses to be taught for Peoria Unified School District faculty or staff will be handled as follows:
 - a) If the request for such a course is made by the District as an in-service training for employees, the facility may be used free of charge.
 - b) All other requests will be classified as Class 3 (see Fee Table).
28. Operation hours are defined by the instructional hours of the individual school site for days when the District facilities are open for official business. Operating days are defined as days when the District as a whole is officially open for Business. Use of facilities outside these parameters will be charged as noted within the fee schedule.

PROCEDURES FOR PROCESSING

1. Initial inquiry for use and availability of a school facility must be made at the principal's office of the facility to be used. Request for use of District facilities, other than schools, is made through the Facilities Rental Coordinator.
2. Rental agreement forms are available on the Peoria Unified School District website or from the Office of the District Administrator.
3. This agreement form must be filled out completely at the time of application.
4. The site administrator will initially approve the facilities to be used and any additional services, apparatus, or necessary equipment.
5. The designated administrator then signs in the appropriate place, designating approval of the requested use and forwards the copies to the Facilities Rental Coordinator.
6. The amount to be remitted is the Total Amount Due that will appear on the invoice. This includes the cost of the facility rental, equipment rental, personnel, and utilities. Additional amounts will be billed if changes are made to the contract. Payment should be made payable to the Peoria Unified School District and submitted in care of the Facilities Rental Coordinator.

CLASSIFICATION OF ORGANIZATIONS AND GROUPS

Class 1 *

- School and civic activities co-sponsored by the District, jointly planned and sanctioned by the school and organization.
- CTA, PEA, PASS, PESP, PPA

Class 2

- Non-profit organizations, clubs, sports clubs, scouts, little league, and activity groups that exist to support the growth and development of Peoria Unified School District students.

Class 3

- Institutes of higher learning
- Churches
- Homeowner's Associations

Class 2 groups will only be charged for facilities use if the use is other than when school is in session, or outside the normal operational hours of the school, i.e. charges will occur during summer break, holidays, weekends, and outside normal operating hours.

Class 1 and 2 groups are not required to have school personnel assigned to the activity as long as the activity is run by and attended by a school employee. Personnel charges will be incurred in all other cases. Additional utilities and equipment charges will be determined as described in this booklet.

Class 3 groups will be charged rental and utility fees for all use.

* Co-sponsored activities are activities that exist for the sole purpose of supporting the students of the Peoria Unified School District. The parameters of co-sponsorship will be determined and agreed upon in writing by the administrator of the involved school, the District administrator or designee, and a representative of the non-District sponsor.

USE OF DISTRICT VEHICLES

ADMINISTRATIVE REGULATIONS

The District does not solicit or encourage outside organizations to use vehicles owned and operated by the District. Upon the approval of the Director of Transportation, rental of District vehicles may be provided to non-District groups. With the exception of other Arizona school districts, only District employees will operate District vehicles. Reports of non-District use of District vehicles will be provided to the Governing Board. School vehicles are not available for personal use.

District policy and related state and federal law will govern use of District vehicles. No agreement to use District vehicles will be allowed to interfere with the function of the District.

Organizations that wish to rent a District vehicle are referred to ARS 15-1105 regarding the rental of school vehicles.

Initial inquiry must be made with the Director of Transportation. The request must be in writing. The District's contract for rental of school facilities/District vehicles can serve as the initial request.

BUS/VEHICLE FEES (Subject to Change With 10-Day Notice)

Bus/Vehicle \$2.75 a mile

Driver \$25.00 an hour

* This amount will be modified based on the price of fuel as determined or verified by the District Director of Transportation and Business Services.

** The District also may enter into Intergovernmental Agreements (IGA) to provide transportation services. Those separately board approved IGAs will govern over the above general rates for rental.

ELEMENTARY SCHOOL LOCATIONS

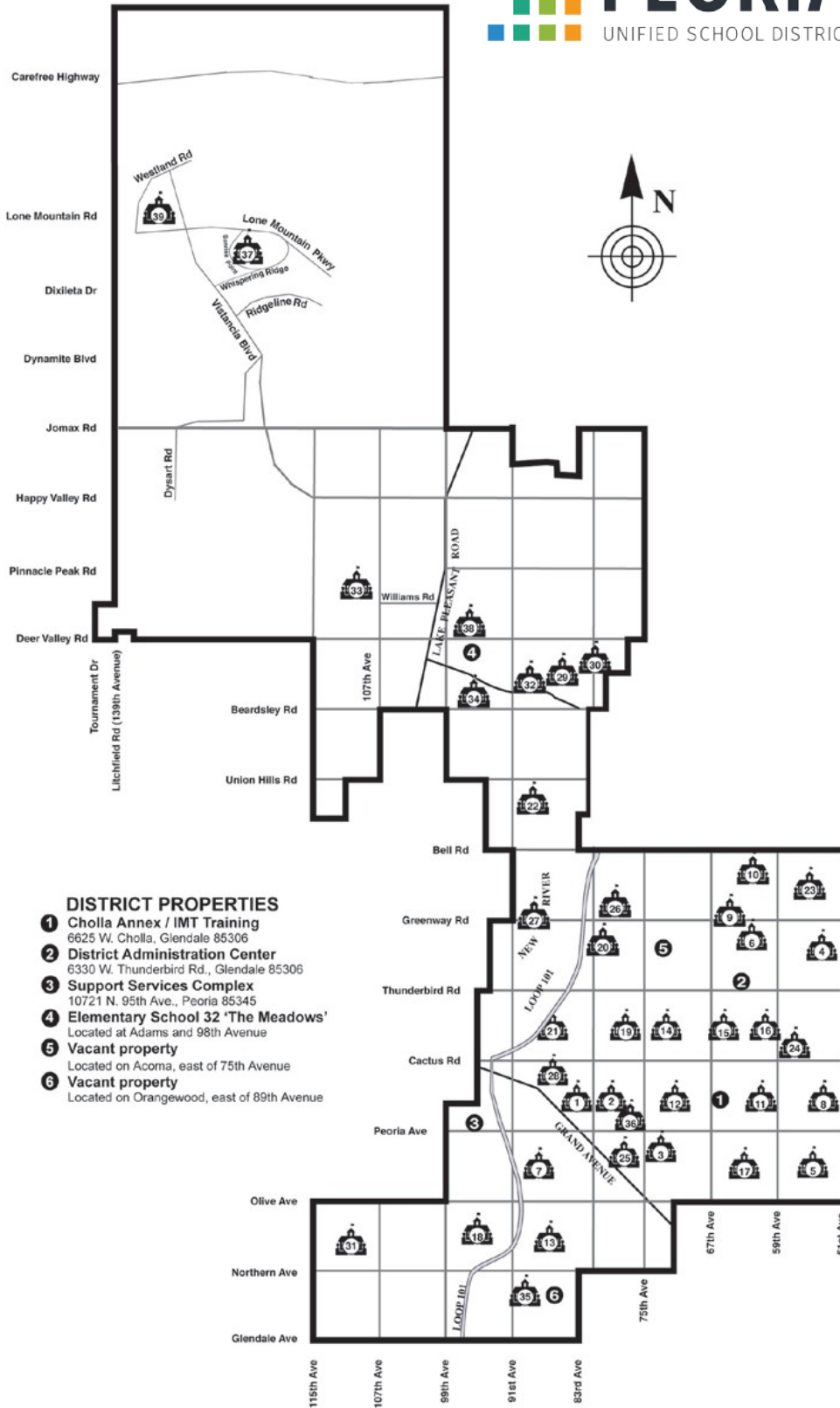
1. **ALTA LOMA ELEMENTARY SCHOOL**
9750 North 87th Avenue, Peoria 85345..... (623) 412-4575
2. **APACHE ELEMENTARY SCHOOL**
8633 West John Cabot Road, Peoria 85382 (623) 412-4875
3. **CANYON ELEMENTARY SCHOOL**
5490 West Paradise Lane, Glendale 85306 (623) 412-5050
4. **CHEYENNE ELEMENTARY SCHOOL**
11806 North 87th Avenue, Peoria 85345..... (623) 487-5100
5. **COPPERWOOD ELEMENTARY SCHOOL**
11232 North 65th Avenue, Glendale 85304..... (623) 412-4650
6. **COTTON BOLL ELEMENTARY SCHOOL**
8540 West Butler Avenue, Peoria 85345..... (623) 412-4700
7. **COUNTRY MEADOWS ELEMENTARY SCHOOL**
8409 North 111th Avenue, Peoria 85345..... (623) 412-5200
8. **COYOTE HILLS ELEMENTARY SCHOOL**
21180 North 87th Avenue, Peoria 85382..... (623) 412-5225
9. **DESERT HARBOR ELEMENTARY SCHOOL**
15585 North 91st Avenue, Peoria 85382..... (623) 486-6200
10. **DESERT PALMS ELEMENTARY SCHOOL**
11441 North 55th Avenue, Glendale 85304..... (623) 412-4600
11. **DESERT VALLEY ELEMENTARY SCHOOL**
12901 North 63rd Avenue, Glendale 85304 (623) 412-4750
12. **FOOTHILLS ELEMENTARY SCHOOL**
15808 North 63rd Avenue, Glendale 85306 (623) 412-4625
13. **FRONTIER ELEMENTARY SCHOOL**
21268 North 81st Avenue, Peoria 85382..... (623) 412-4900
14. **HERITAGE ELEMENTARY SCHOOL**
5312 West Mountain View Road, Glendale 85302 (623) 412-4525
15. **IRA A. MURPHY ELEMENTARY SCHOOL**
7231 West North Lane, Peoria 85345..... (623) 412-4475
16. **KACHINA ELEMENTARY SCHOOL**
5304 West Crocus Drive, Glendale 85306..... (623) 412-4500
17. **LAKE PLEASANT ELEMENTARY SCHOOL**
31501 North Westland Road, Peoria 85383 (623) 773-6575
18. **MARSHALL RANCH ELEMENTARY SCHOOL**
12995 North Marshall Ranch Drive, Glendale 85304 (623) 486-6450
19. **OAKWOOD ELEMENTARY SCHOOL**
12900 North 71st Avenue, Peoria 85381 (623) 412-4725
20. **OASIS ELEMENTARY SCHOOL**
7841 West Sweetwater Avenue, Peoria 85381 (623) 412-4800
21. **PARKRIDGE ELEMENTARY SCHOOL**
9970 West Beardsley Road, Peoria 85383..... (623) 412-5400

22. **PASEO VERDE ELEMENTARY SCHOOL**
7880 West Greenway Road, Peoria 85381 (623) 412-5075
23. **PEORIA ELEMENTARY SCHOOL**
11501 North 79th Avenue, Peoria 85345..... (623) 412-4550
24. **PIONEER ELEMENTARY SCHOOL**
6315 West Port Au Prince Lane, Glendale 85306 (623) 412-4550
25. **SAHUARO RANCH ELEMENTARY SCHOOL**
10401 North 63rd Avenue, Glendale 85302 (623) 412-4775
26. **SANTA FE ELEMENTARY SCHOOL**
9880 North 77th Avenue, Peoria 85345..... (623) 486-6475
27. **SKY VIEW ELEMENTARY SCHOOL**
8624 West Sweetwater Avenue, Peoria 85381 (623) 412-4850
28. **SUN VALLEY ELEMENTARY SCHOOL**
8361 North 95th Avenue, Peoria 85345 (623) 412-4825
29. **SUNDANCE ELEMENTARY SCHOOL**
7051 West Cholla Street, Peoria 85345..... (623) 412-4675
30. **SUNSET HEIGHTS ELEMENTARY SCHOOL**
9687 W. Adams Avenue, Peoria 85383..... (623) 486-6650
30. **VISTANCIA ELEMENTARY SCHOOL**
30009 North Sunrise Point, Peoria 85383 (623) 773-6500
31. **ZUNI HILLS ELEMENTARY SCHOOL**
10851 West Williams Rd., Sun City 85373 (623) 412-5275

HIGH SCHOOL LOCATIONS

1. **CACTUS HIGH SCHOOL**
6330 West Greenway Road, Glendale 85306 (623) 412-5000
2. **CENTENNIAL HIGH SCHOOL**
14388 North 79th Avenue, Peoria 85381..... (623) 412-4400
3. **IRONWOOD HIGH SCHOOL**
6051 West Sweetwater Avenue, Glendale 85304 (623) 486-6400
4. **LIBERTY HIGH SCHOOL**
9621 West Speckled Gecko Drive, Peoria 85383..... (623) 773-6525
5. **PEORIA HIGH SCHOOL**
11200 North 83rd Avenue, Peoria 85345 (623) 486-6300
6. **PEORIA TRANSITION CENTER**
11200 North 83rd Avenue, Peoria 85345..... (623) 412.5475
7. **RAYMOND S. KELLIS HIGH**
8990 West Orangewood Avenue, Glendale 85305 (623) 412-5425
8. **SUNRISE MOUNTAIN HIGH SCHOOL**
21200 North 83rd Avenue, Peoria 85382 (623) 487-5125

Peoria Unified School District Properties Map



- DISTRICT PROPERTIES**
- 1 Cholla Annex / IMT Training**
6625 W. Cholla, Glendale 85306
 - 2 District Administration Center**
6330 W. Thunderbird Rd., Glendale 85306
 - 3 Support Services Complex**
10721 N. 95th Ave., Peoria 85345
 - 4 Elementary School 32 'The Meadows'**
Located at Adams and 98th Avenue
 - 5 Vacant property**
Located on Acoma, east of 75th Avenue
 - 6 Vacant property**
Located on Orangewood, east of 89th Avenue

- 1. Peoria High** 623-486-6300
11200 N. 83rd Ave., Peoria 85345
- 2. Peoria Elem.** 623-412-4450
11501 N. 79th Ave., Peoria 85345
- 3. Ira A. Murphy** 623-412-4475
7231 W. North Lane, Peoria 85345
- 4. Kachina** 623-412-4500
5304 W. Crocus, Glendale 85306
- 5. Heritage** 623-412-4525
5312 W. Mountain View, Glendale 85302
- 6. Pioneer** 623-412-4550
6315 W. Port Au Prince, Glendale 85306
- 7. Alta Loma** 623-412-4575
9750 N. 87th Ave., Peoria 85345
- 8. Desert Palms** 623-412-4600
11441 N. 55th Ave., Glendale 85304
- 9. Cactus High** 623-412-5000
6330 W. Greenway, Glendale 85306
- 10. Foothills** 623-412-4625
15808 N. 63rd Ave., Glendale 85306
- 11. Copperwood** 623-412-4650
11232 N. 65th Ave., Glendale 85304
- 12. Sundance** 623-412-4675
7051 W. Cholla, Peoria 85345
- 13. Cotton Boll** 623-412-4700
8540 W. Butler Drive, Peoria 85345
- 14. Oakwood** 623-412-4725
12900 N. 71st Ave., Peoria 85381
- 15. Desert Valley** 623-412-4750
12901 N. 63rd Ave., Glendale 85304
- 16. Ironwood High** 623-486-6400
6051 W. Sweetwater, Glendale 85304
- 17. Sahuaro Ranch** 623-412-4775
10401 N. 83rd Ave., Glendale 85302
- 18. Sun Valley** 623-412-4825
8351 N. 95th Ave., Peoria 85345
- 19. Oasis** 623-412-4800
7841 W. Sweetwater Ave., Peoria 85381
- 20. Centennial High** 623-412-4400
14388 N. 79th Ave., Peoria 85381
- 21. Sky View** 623-412-4850
8624 W. Sweetwater Ave., Peoria 85381
- 22. Apache** 623-412-4875
8033 N. John Cabot Rd., Peoria 85382
- 23. Canyon** 623-412-5050
5490 W. Paradise Lane, Glendale 85306
- 24. Marshall Ranch** 623-486-6450
12995 N. Marshall Ranch Rd., Glendale 85304
- 25. Santa Fe** 623-486-6475
9880 N. 77th Ave., Peoria 85345
- 26. Paseo Verde** 623-412-5075
7880 W. Greenway Rd., Peoria 85381
- 27. Desert Harbor** 623-486-6200
15585 N. 91st Ave., Peoria 85382
- 28. Cheyenne** 623-487-5100
11806 N. 87th Ave., Peoria 85345
- 29. Sunrise Mountain High** 623-487-5125
21200 N. 83rd Ave., Peoria 85382
- 30. Frontier** 623-412-4900
21258 N. 81st Ave., Peoria 85382
- 31. Country Meadows** 623-412-5200
8409 N. 111th Ave., Peoria 85345
- 32. Coyote Hills** 623-412-5225
21180 N. 87th Ave., Peoria 85382
- 33. Zuni Hills** 623-412-5275
10851 W. Williams Rd., Sun City 85373
- 34. Parkridge** 623-412-5400
9970 W. Beardsley Rd., Peoria 85382
- 35. Raymond S. Kellis High** 623-412-5425
8990 W. Orangewood, Glendale 85305
- 36. Peoria Transition Center** 623-412-5475
7565 W. Peoria Ave. Suite A, Peoria 85381
- 37. Vistancia** 623-773-6500
30009 N. Sunrise Point, Peoria 85383
- 38. Liberty High** 623-773-6525
9621 W. Speckled Gecko Dr., Peoria 85383
- 39. Lake Pleasant** 623-773-6575
31501 N. Westland Rd, Peoria 85383



Linda Palles Thompson, Superintendent

6330 W. Thunderbird Rd.
Glendale, AZ 85306
Phone: (623) 486-6000
Fax: (623) 486-6111

Effective May 2019

PUSD Use of Facility/Field Schedule 2020-2021

	Class I	Class II	Class III	Custodial	Tech	Additional
ROOM	PUSD Schools/Functions Personnel, PTA PTSO, Boosters	Per hour Non-Profit Clubs, sports clubs Scouts, Little League	Per hour Churches, Home Owner Assoc. Commercial/Profit	Per hour Custodial when applicable		
Classroom	no charge	\$5.00	\$20.00	\$25.00		
Culinary Arts	no charge	\$20.00	\$40.00	\$25.00		
MPR/Cafeteria, no kitchen	no charge	\$25.00	\$35.00	\$25.00		
MPR/Cafeteria, with kitchen	no charge	\$30.00	\$50.00	\$25.00		
H.S. Gym, no showers/lockers	no charge	\$40.00	\$50.00	\$25.00		
Auditorium	no charge	\$50.00	\$100.00	\$25.00	\$25.00	
Auditorium Rehearsal	no charge	\$20.00	\$40.00	\$25.00	\$25.00	
Lecture Hall	no charge	\$20.00	\$25.00	\$25.00		
Stadium with Lights	no charge	\$100.00	\$200.00	\$25.00		
Stadium without Lights	no charge	\$50.00	\$40.00	\$25.00		
Baseball Field with Lights	no charge	\$20.00	\$50.00	\$25.00		
HS. Practice Fields/Lights	no charge	\$20.00	\$40.00	\$25.00		
Fields without Lights	no charge	\$10.00	\$20.00	\$25.00		
Board Room/Training Facility	no charge	\$20.00	\$50.00	\$25.00		
Library	no charge	\$10.00	\$30.00	\$25.00		
Computer Lab	no charge	\$20.00	\$100.00	\$25.00		
Swimming Pool	no charge	\$100.00	\$200.00	\$25.00		
Tennis Courts without Lights	no charge	\$15.00	\$25.00	\$25.00		
Track without Lights	no charge	\$10.00	\$20.00	\$25.00		
Parking Lot	no charge	\$5.00	\$25.00	\$25.00		
P A System	Per Day					\$25.00
Podium	Per Day					\$25.00
Overhead Projector w/screen	Per Day					\$25.00
Light Board	Per Day					\$50.00
Sound Board	Per Day					\$50.00
	School Weight Rooms are not available for rent					
IGA - Utility Assessment for Non-Operating Hours						\$60.00 per hr
Non-IGA - Utility Assessment for Operating Days After End of Instructional Day at Respective Site						\$15.00 per hr
Non-IGA - Utility Assessment for High School Summer Hours						\$30.00 per hr + RENT
Non-IGA - Utility Assessment for Non-Operating Days						\$60.00 per hr
Special Cleaning Fee - May be assessed on a case by case basis.						Up to \$500.00