

SCHOOL FACILITIES USE AGREEMENT – PAGE 1 of 2

Application and Invoice

Date: _____ Name of Organization: _____ Site Location: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone number: _____ Email: _____
 Type of Activity/Event: _____ Admission Fee: _____
 Dates requested: _____
 Begin time: _____ End time: _____ Approx. number of people: _____

Facility Requested:

- | | | |
|--|--|---|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Main gym | <input type="checkbox"/> Practice fields |
| <input type="checkbox"/> Board Room | <input type="checkbox"/> Auxiliary gym | <input type="checkbox"/> Stadium w/ lights |
| <input type="checkbox"/> Cafeteria w/ kitchen | <input type="checkbox"/> Library | <input type="checkbox"/> Stadium w/out lights |
| <input type="checkbox"/> Cafeteria w/out kitchen | <input type="checkbox"/> Restrooms | <input type="checkbox"/> Swimming pool |
| <input type="checkbox"/> Classroom # _____ | <input type="checkbox"/> Baseball field w/ lights | <input type="checkbox"/> Tennis courts |
| <input type="checkbox"/> Lecture Hall | <input type="checkbox"/> Baseball field w/out lights | <input type="checkbox"/> Parking lot |
| <input type="checkbox"/> Multipurpose room | <input type="checkbox"/> Softball field | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Dressing rooms | <input type="checkbox"/> Outside basketball courts | |

Equipment Requested:

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Projector w/ screen | <input type="checkbox"/> Field lining |
| <input type="checkbox"/> Spot lighting | <input type="checkbox"/> Tables | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Microphones | <input type="checkbox"/> Risers | _____ |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Concert stand | _____ |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Studio | |

Other special needs/requests: _____

I am a PUSD Employee. ___ YES ___ NO (If YES, complete next two attestations.)
 I have completed a PUSD Conflict of Interest Form for current year ___ YES ___ NO
 I have read and will adhere to the Arizona Revised Statutes: 38-503, 38-504, 38-505, 38-509, 38-510 and 38-511 ___ YES ___ NO
[Arizona Revised Statutes Link](#)

The Peoria Unified School District’s “**Community Use of School Facilities – Rules & Regulations Handbook**” is incorporated and included as part of this Agreement. All Applicants / Occupants are expected to have read and be familiar with the detailed requirements of the Handbook. The charges are based on the fee schedule which is adopted by the Governing Board. Payment is required in advance. I understand that failure to pay fees as agreed may result in the debt being sent to a collection agency and/or for legal action.

_____ Applicant/Occupant Name	_____ Applicant/Occupant Signature & Date
_____ Site Administrator Approval & Date	_____ District Approval & Date

OFFICE USE ONLY			
	Quantity	Hours	
Custodian	_____	_____	Rental Fee: _____
Maintenance	_____	_____	Utility Fee: _____
Other	_____	_____	IGA Utility Fee: _____
			Equipment Fee: _____
Insurance Certificate Exp. Date:	_____		Personnel Fee: _____
			Total Due _____

Peoria Unified School District – Facilities Use Agreement – Page 2 of 2
Terms and Conditions

- 1) Care of Facility: Occupant accepts facility in “as is” condition and agrees to leave facility in as good order and condition as received, normal wear and tear excepted.
- 2) Compliance with Applicable Law: This Agreement will be governed by the laws of the State of Arizona. Occupant agrees to comply with all applicable federal, state, and municipal laws, regulations and the PUSD Governing Board Policies and Regulations.
- 3) Compensation: Occupant shall compensate the total expected cost for the requested use detailed on page 1 of this agreement, which fee is due and payable in advance of use of the facilities. Use of the facilities shall not be allowed until fee is paid.
- 4) Term: The term of this Agreement shall be as detailed in writing on page 1 of this Agreement.
- 5) Insurance: Pursuant to A.R.S. § 15-1105(E) Occupant agrees to procure and at its own expense, and maintain during the term of this Agreement, a policy of general liability insurance against all claims for bodily injury, death, and property damage occurring in connection with Occupant’s use of any part of the District Facility, Equipment, and/or the Facility’s contents. The insurance shall name the Peoria Unified School District as additional insured and be primary and noncontributing to any coverage maintained by or on behalf of the District. The insurance shall have minimum limits of \$1,000,000 per occurrence. Occupant shall provide District with a certificate of insurance, in advance of the scheduled use, showing that the conforming insurance coverage is in effect throughout the term of the Agreement. Use of the facilities shall not be allowed without a valid certificate of insurance.
- 6) Liability and Indemnity: Occupant agrees to conduct its activities in the Facility in a careful and safe manner and hereby assumes all risk of damage to, loss of, or theft of property and/or injury or death to persons related in any way to Occupant’s use of the Facility. Occupant shall indemnify, defend, and hold harmless the District and all of its employees, agents, and/or representatives from any and all claims, demands, suits, actions, proceedings, loss, cost and damages of any kind and description, including any attorneys’ fees and/or costs, which may be brought, made against or incurred by the District, due to loss or damage to any property and/or for injuries to or the death of any person(s) arising in whole or in part from any act or omission by Occupant or its employees, agents, representatives, invitees, or subcontractors arising in whole or in part from its use of the Facility.
- 7) Suspension and Termination: District may, by written notice, require Occupant to suspend or terminate its use of the Facility for such period of time as the District may determine to be necessary in its sole discretion. Should such suspension or termination be required, payment shall be prorated and returned to Occupant for any time not used.

(Signatures included on page 1 of this Agreement)