COMMUNITY USE OF SCHOOL FACILITIES AND DISTRICT EQUIPMENT RULES AND REGULATIONS 2022-2023
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
David Sandoval, President
Heather Rooks, Clerk
Dr. Bill Sorensen, Member
Rebecca Hill, Member
Melissa Ewing, Member

FACILITIES RENTAL COORDINATOR
Dana Orta
623-412-5315
djorta@pusd11.net
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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 district’s regular school programming and operations.

Each request for use of school facilities will be approved by the School Principal and designated District Administrator. 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 and 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.

- 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.

- 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.

- Charges shall be made based on the Governing Board approved rate schedule outlined on the district’s website. If a renter requests to use an 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. No in-kind transaction will be considered without prior district approval.

- 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 or circumstances beyond the district’s control (i.e. Covid) prevents the rental activity from taking place.

- 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.

- 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.

- 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).
• 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.

• 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.

• Smoking/vaping 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.

• Gambling and the use or sale of alcoholic beverages is also prohibited on school property.

• 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.

• 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.

• 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.

• 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.

• In all rental instances, full disclosure of the use of the facility or grounds will be provided to the district.

• 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.

• The lessee will provide control personnel (police, parking, attendants, ushers, etc.) if necessary, as determined by the district.

• 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.

• 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.
Under A.R.S. 15-1105, Paragraph D, the District's Governing Board is 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.

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.

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.

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.

Lessee shall be responsible for any costs incurred related to false fire alarms.

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:

- 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.
- All other requests will be classified as Class 3 (see Fee Table).

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.

Cleaning/Sanitizing Responsibilities

- CDC Recommendations
PROCEDURES FOR PROCESSING

- 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.

- Rental agreement forms are available on the Peoria Unified School District website or from the Facilities Rental Coordinator.

- This agreement form must be filled out completely and signed at the time of application.

- The Site Administrator will initially approve the facilities to be used and any additional services, apparatus, or necessary equipment.

- The Designated Administrator then signs in the appropriate place, designating approval of the requested use and forwards the copies to the Facilities Rental Coordinator.

- The amount to be remitted is the Total Amount Due that will appear on the agreement. 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.
- PTSA, PTA, PTSO, Booster Clubs
- CTA, PEA, PASS, PESP, PPA

Class 2
- Non-profit organizations (501(c)(3)), 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
- Commercial Organizations
- Political Party Organizations

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.
ALTA LOMA ELEMENTARY SCHOOL
9750 North 87th Avenue, Peoria 85345 ................................................................. (623) 412-4575

APACHE ELEMENTARY SCHOOL
8633 West John Cabot Road, Peoria 85382 ............................................................. (623) 412-4875

CANYON ELEMENTARY SCHOOL
5490 West Paradise Lane, Glendale 85306 ............................................................ (623) 412-5050

CHEYENNE ELEMENTARY SCHOOL
11806 North 87th Avenue, Peoria 85345 ................................................................. (623) 487-5100

COPPERWOOD ELEMENTARY SCHOOL
11232 North 65th Avenue, Glendale 85304 .............................................................. (623) 412-4650

COTTON BOLL ELEMENTARY SCHOOL
8540 West Butler Avenue, Peoria 85345 ................................................................. (623) 412-4700

COUNTRY MEADOWS ELEMENTARY SCHOOL
8409 North 111th Avenue, Peoria 85345 ................................................................. (623) 412-5200

COYOTE HILLS ELEMENTARY SCHOOL
21180 North 87th Avenue, Peoria 85382 ................................................................. (623) 412-5225

DESERT HARBOR ELEMENTARY SCHOOL
15585 North 91st Avenue, Peoria 85382 ................................................................. (623) 486-6200

DESERT PALMS ELEMENTARY SCHOOL
11441 North 55th Avenue, Glendale 85304 .............................................................. (623) 412-4600

DESERT VALLEY ELEMENTARY SCHOOL
12901 North 63rd Avenue, Glendale 85304 .............................................................. (623) 412-4750

FOOTHILLS ELEMENTARY SCHOOL
15808 North 63rd Avenue, Glendale 85306 .............................................................. (623) 412-4625

FRONTIER ELEMENTARY SCHOOL
21268 North 81st Avenue, Peoria 85382 ................................................................. (623) 412-4900

HERITAGE ELEMENTARY SCHOOL
5312 West Mountain View Road, Glendale 85302 .................................................... (623) 412-4525

IRA A. MURPHY ELEMENTARY SCHOOL
7231 West North Lane, Peoria 85345 ................................................................. (623) 412-4475

KACHINA ELEMENTARY SCHOOL
5304 West Crocus Drive, Glendale 85306 .............................................................. (623) 412-4500

LAKE PLEASANT ELEMENTARY SCHOOL
31501 North Westland Road, Peoria 85383 .............................................................. (623) 773-6575

MARSHALL RANCH ELEMENTARY SCHOOL
12995 North Marshall Ranch Drive, Glendale 85304 ................................................ (623) 486-6450

OAKWOOD ELEMENTARY SCHOOL
12900 North 71st Avenue, Peoria 85381 ................................................................. (623) 412-4725

OASIS ELEMENTARY SCHOOL
7841 West Sweetwater Avenue, Peoria 85381 .......................................................... (623) 412-4800

PARKRIDGE ELEMENTARY SCHOOL
9970 West Beardsley Road, Peoria 85383 ................................................................. (623) 412-5400
PASEO VERDE ELEMENTARY SCHOOL  
7880 West Greenway Road, Peoria 85381 ................................................................. (623) 412-5075

PEORIA ELEMENTARY SCHOOL  
11501 North 79th Avenue, Peoria 85345 ................................................................. (623) 412-4550

PEORIA TRADITIONAL SCHOOL  
21180 North 87th Avenue, Peoria 85382 ................................................................. (623) 412-4550

PIONEER ELEMENTARY SCHOOL  
6315 West Port Au Prince Lane, Glendale 85306 .................................................... (623) 412-5350

SAHUARO RANCH ELEMENTARY SCHOOL  
10401 North 63rd Avenue, Glendale 85302 ............................................................ (623) 412-4775

SANTA FE ELEMENTARY SCHOOL  
9880 North 77th Avenue, Peoria 85345 ................................................................. (623) 486-6475

SKY VIEW ELEMENTARY SCHOOL  
8624 West Sweetwater Avenue, Peoria 85381 ........................................................ (623) 412-4850

SUN VALLEY ELEMENTARY SCHOOL  
8361 North 95th Avenue, Peoria 85345 ................................................................. (623) 412-4825

SUNDANCE ELEMENTARY SCHOOL  
7051 West Cholla Street, Peoria 85345 ................................................................. (623) 412-4675

SUNSET HEIGHTS ELEMENTARY SCHOOL  
9687 West Adams Avenue, Peoria 85383 ............................................................. (623) 486-6650

VISTANCIA ELEMENTARY SCHOOL  
30009 North Sunrise Point, Peoria 85383 ............................................................. (623) 773-6500

ZUNI HILLS ELEMENTARY SCHOOL  
10851 West Williams Road, Sun City 85373 .......................................................... (623) 412-5275

HIGH SCHOOL LOCATIONS

CACTUS HIGH SCHOOL  
6330 West Greenway Road, Glendale 85306 .......................................................... (623) 412-5000

CENTENNIAL HIGH SCHOOL  
14388 North 79th Avenue, Peoria 85381 ............................................................. (623) 412-4400

IRONWOOD HIGH SCHOOL  
6051 West Sweetwater Avenue, Glendale 85304 .................................................... (623) 486-6400

LIBERTY HIGH SCHOOL  
9621 West Speckled Gecko Drive, Peoria 85383 .................................................... (623) 773-6525

PEORIA HIGH SCHOOL  
11200 North 83rd Avenue, Peoria 85345 ............................................................. (623) 486-6300

PEORIA FLEX ACADEMY  
11200 North 83rd Avenue, Peoria 85345 ............................................................. (623) 412-5475

RAYMOND S. KELLIS HIGH  
8990 West Orangewood Avenue, Glendale 85305 .................................................. (623) 412-5425

SUNRISE MOUNTAIN HIGH SCHOOL  
21200 North 83rd Avenue, Peoria 85382 ............................................................. (623) 487-5125
Peoria Unified School District No. 11 Elementary School Boundaries

Elementary Schools:
1. PEORIA ELEMENTARY - (623) 412-4450
   11501 N. 78th Ave., Peoria, AZ 85345
2. S. A. MURPHY - (623) 412-4475
   7231 W. North Ln., Peoria, AZ 85345
3. KACHINA - (623) 412-4506
   5304 W. Cactus Dr., Glendale, AZ 85306
4. HERITAGE - (623) 412-4692
   5312 E. Mountain View Rd., Glendale, AZ 85302
5. PIONEER - (623) 412-4650
   3710 W. Fort Ave Prince Ln., Glendale, AZ 85303
6. ALTAR LOMA - (623) 412-4575
   3735 N. 76th Ave., Peoria, AZ 85345
7. DESERT PALMS - (623) 412-4600
   11441 N. 50th Ave., Glendale, AZ 85304
8. FOOTHILLS - (623) 412-4650
   10569 N. 50th Ave., Glendale, AZ 85306
9. COPPERWOOD - (623) 412-4650
   11252 N. 50th Ave., Glendale, AZ 85306
10. SUNSIDGE - (623) 412-4750
    7261 W. Cholla St., Peoria, AZ 85345
11. COTTON ROLL - (623) 412-4700
    9840 W. Sutter Ave., Apollo, AZ 85347
12. OAKWOOD - (623) 412-4725
    12800 N. 51st Ave., Peoria, AZ 85341
13. DESERT VALLEY - (623) 412-4750
    12961 N. 51st Ave., Glendale, AZ 85304
14. SABINO RANCH - (623) 412-4775
    12961 N. 51st Ave., Glendale, AZ 85302
15. OASIS - (623) 412-4800
    7841 W. Suffer Ave., Peoria, AZ 85341
16. SUN VALLEY - (623) 412-4825
    8361 N. 95th Ave., Peoria, AZ 85345
17. SMOKEY - (623) 412-4850
    8624 W. Sweetwater Ave., Peoria, AZ 85381
18. APACHE - (623) 412-4875
    8533 W. John Cabot Rd., Peoria, AZ 85382
19. CANYON - (623) 412-5000
    5380 W. Paradise Ln., Glendale, AZ 85306
20. MARSHALL RANCH - (623) 412-5450
    12995 N. Marshall Ranch Dr., Glendale, AZ 85304
21. SANTA FE - (623) 412-5475
    9980 N. 77th Ave., Peoria, AZ 85345
22. PAJERO VERDE - (623) 412-5575
    7469 W. Greenway Rd., Peoria, AZ 85341
23. DESERT HARBOR - (623) 412-6200
    15505 N. 91st Ave., Peoria, AZ 85382
24. CHEYENNE - (623) 412-6100
    18000 N. 91st Ave., Peoria, AZ 85384
25. FRONTIER - (623) 412-8000
    21258 N. 91st Ave., Peoria, AZ 85382
26. COUNTRY MEADOWS - (623) 412-6200
    8492 N. 11th Ave., Peoria, AZ 85345
27. COUNTRY MEADOWS - (623) 412-6200
    8492 N. 11th Ave., Peoria, AZ 85345
28. COYOTE HILLS - (623) 412-6225
    21162 N. 87th Ave., Peoria, AZ 85382
29. SUN HILLS - (623) 412-6255
    10515 W. Williams Rd., Sun City, AZ 85351
30. PARRISH - (623) 412-6400
    9790 W. Beaumont Rd., Peoria, AZ 85382
31. VISTANIA - (623) 773-6800
    33000 N. Sunsite Pl., Peoria, AZ 85343
32. LAKE PASADENA - (623) 773-6875
    31000 W. Westland Rd., Peoria, AZ 85383
33. PEORIA TRADITIONAL - (623) 412-5225
    Located at (27) Coyote Hills
34. SUNFLOWER SCHOOL - (623) 412-6600
    Located at (18) Canyon

Signature Program at School

* Indicates a non-contiguous elementary school attendance boundary.

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<table>
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<tr>
<th>LOCATION/ROOM</th>
<th>Class I</th>
<th>Class II</th>
<th>Class III</th>
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<td>P.A. System</td>
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<td>Sound Board</td>
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<tr>
<td>Microsoft Teams Live Event (Class I Only)</td>
<td>No Charge</td>
<td></td>
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<td></td>
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<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>TDD</td>
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<td></td>
<td></td>
<td>Actual District Cost</td>
</tr>
</tbody>
</table>

School Weight Rooms are not available for rent.

### Additional Fees

- **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
- **Microsoft Teams Live Event - Assessment for meetings with content that prohibits a fee being waived**: $50.00 per hr

*Updated 8/2/2022*