

COMMUNITY USE OF SCHOOL FACILITIES AND DISTRICT EQUIPMENT RULES AND REGULATIONS

2022-2023



Every Student, Every Day, Prepared to Shape Tomorrow

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.

ELEMENTARY SCHOOL LOCATIONS

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

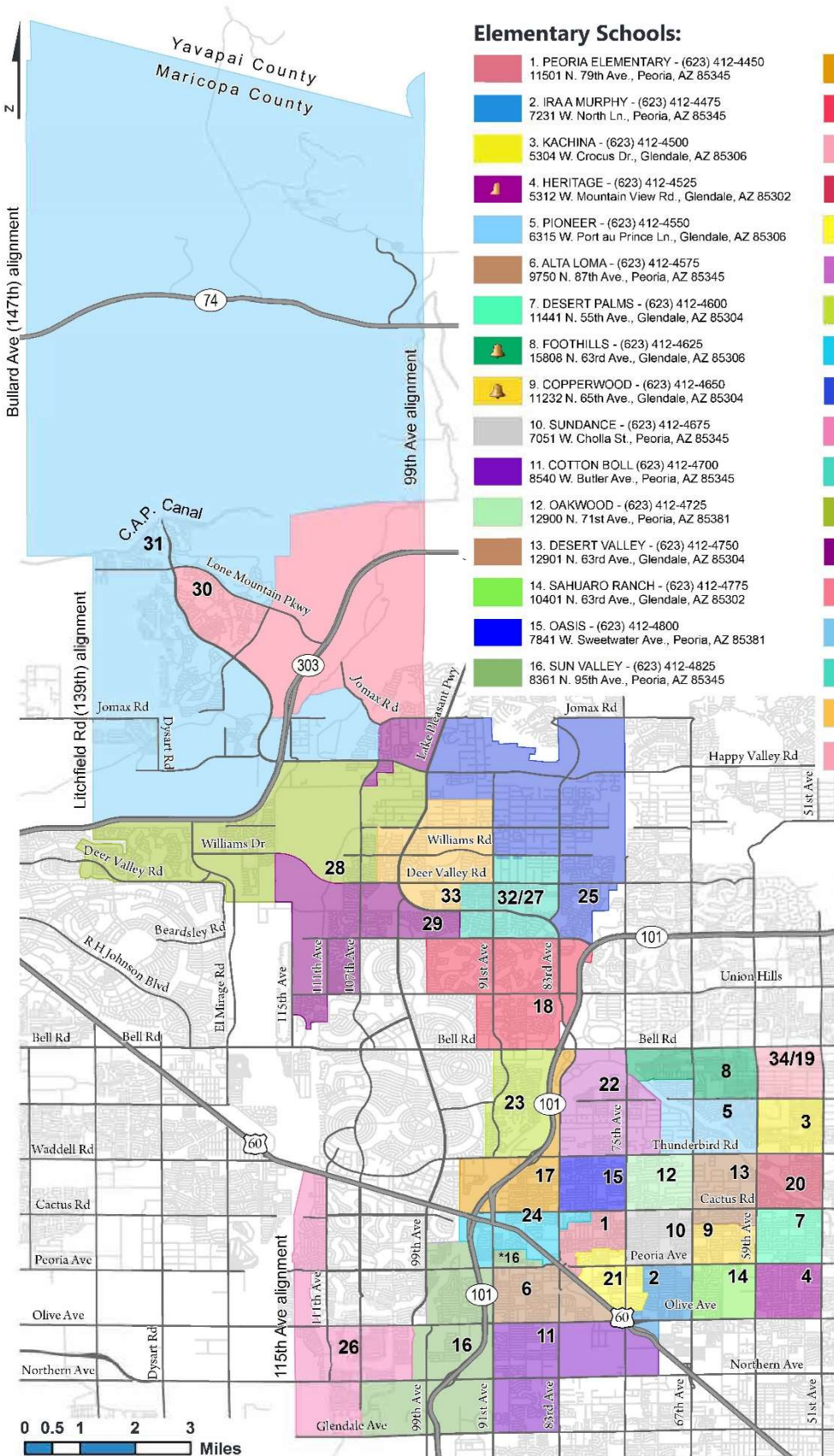
PASEO VERDE ELEMENTARY SCHOOL 7880 West Greenway Road, Peoria 85381	(623) 412-5075
PEORIA ELEMENTARY SCHOOL 11501 North 79th Avenue, Peoria 85345	(623) 412-4550
PEORIA TRADITIONAL SCHOOL 21180 North 87th Avenue, Peoria 85382	(623) 412-4550
PIONEER ELEMENTARY SCHOOL 6315 West Port Au Prince Lane, Glendale 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:

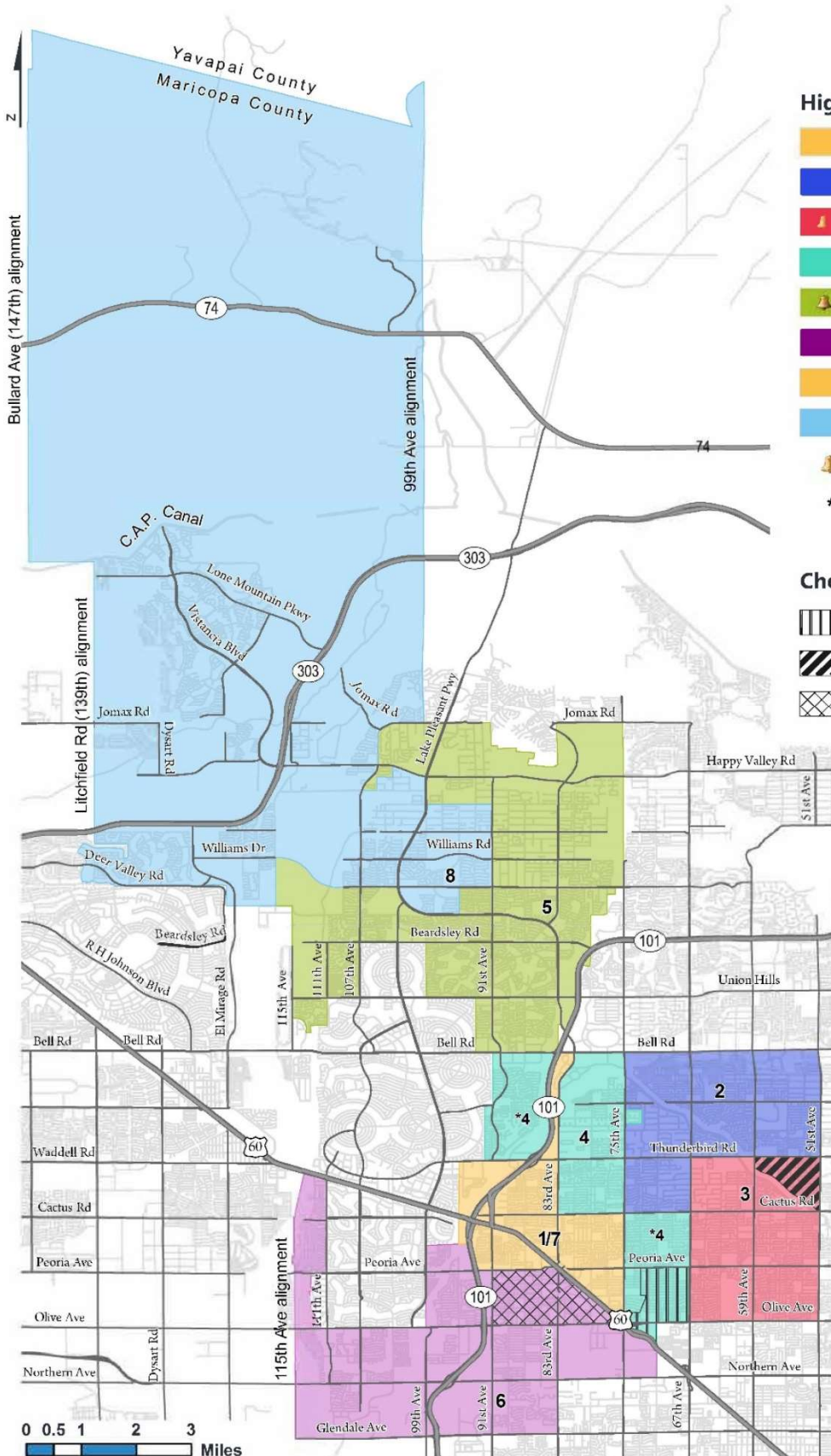
- | | | | |
|--|---|--|--|
| | 1. PEORIA ELEMENTARY - (623) 412-4450
11501 N. 79th Ave., Peoria, AZ 85345 | | 17. SKY VIEW - (623) 412-4850
8624 W. Sweetwater Ave., Peoria, AZ 85381 |
| | 2. IRAA MURPHY - (623) 412-4475
7231 W. North Ln., Peoria, AZ 85345 | | 18. APACHE - (623) 412-4875
8633 W. John Cabot Rd., Peoria, AZ 85382 |
| | 3. KACHINA - (623) 412-4500
5304 W. Crocus Dr., Glendale, AZ 85306 | | 19. CANYON - (623) 412-5050
5490 W. Paradise Ln., Glendale, AZ 85306 |
| | 4. HERITAGE - (623) 412-4525
5312 W. Mountain View Rd., Glendale, AZ 85302 | | 20. MARSHALL RANCH - (623) 486-6450
12995 N. Marshall Ranch Dr., Glendale, AZ 85304 |
| | 5. PIONEER - (623) 412-4550
6315 W. Port au Prince Ln., Glendale, AZ 85306 | | 21. SANTA FE - (623) 486-6475
9880 N. 77th Ave., Peoria, AZ 85345 |
| | 6. ALTA LOMA - (623) 412-4575
9750 N. 87th Ave., Peoria, AZ 85345 | | 22. PASEO VERDE - (623) 412-5075
7680 W. Greenway Rd., Peoria, AZ 85381 |
| | 7. DESERT PALMS - (623) 412-4600
11441 N. 55th Ave., Glendale, AZ 85304 | | 23. DESERT HARBOR - (623) 486-6200
15585 N. 91st Ave., Peoria, AZ 85382 |
| | 8. FOOTHILLS - (623) 412-4625
15808 N. 63rd Ave., Glendale, AZ 85306 | | 24. CHEYENNE - (623) 487-5100
11806 N. 87th Ave., Peoria, AZ 85345 |
| | 9. COPPERWOOD - (623) 412-4650
11232 N. 65th Ave., Glendale, AZ 85304 | | 25. FRONTIER - (623) 412-4900
21258 N. 81st Ave., Peoria, AZ 85382 |
| | 10. SUNDANCE - (623) 412-4675
7051 W. Cholla St., Peoria, AZ 85345 | | 26. COUNTRY MEADOWS - (623) 412-5200
8409 N. 111th Ave., Peoria, AZ 85345 |
| | 11. COTTON BOLL (623) 412-4700
8540 W. Butler Ave., Peoria, AZ 85345 | | 27. COYOTE HILLS - (623) 412-5225
21180 N. 87th Ave., Peoria, AZ 85382 |
| | 12. OAKWOOD - (623) 412-4725
12900 N. 71st Ave., Peoria, AZ 85381 | | 28. ZUNI HILLS - (623) 412-5275
10851 W. Williams Rd., Sun City, AZ 85373 |
| | 13. DESERT VALLEY - (623) 412-4750
12901 N. 63rd Ave., Glendale, AZ 85304 | | 29. PARKRIDGE - (623) 412-5400
9970 W. Beardsley Rd., Peoria, AZ 85382 |
| | 14. SAHUARO RANCH - (623) 412-4775
10401 N. 63rd Ave., Glendale, AZ 85302 | | 30. VISTANCIA - (623) 773-6500
30009 N. Sunrise Pt., Peoria, AZ 85383 |
| | 15. OASIS - (623) 412-4800
7841 W. Sweetwater Ave., Peoria, AZ 85381 | | 31. LAKE PLEASANT - (623) 773-6575
31501 N. Westland Rd., Peoria, AZ 85383 |
| | 16. SUN VALLEY - (623) 412-4825
8361 N. 95th Ave., Peoria, AZ 85345 | | 32. PEORIA TRADITIONAL - (623) 412-5225
Located at (27) Coyote Hills |
| | | | 33. SUNSET HEIGHTS - (623) 773-6650
9687 W. Adam Ave., Peoria, AZ 85382 |
| | | | 34. SUNFLOWER SCHOOL - (623) 412-5050
Located at (19) Canyon |

- Signature Program at School
- * Indicates a non-contiguous elementary school attendance boundary.

* This map is for illustrative purposes only. The Peoria Unified School District shall not be held liable for improper or incorrect use of the data.



Peoria Unified School District No.11 High School Boundaries



High Schools:

- 1. PEORIA HIGH SCHOOL - (623) 412-6300
11200 N. 83rd Ave., Peoria, AZ 85345
- 2. CACTUS HIGH SCHOOL - (623) 412-5000
6330 W. Greenway Rd., Glendale, AZ 85306
- 3. IRONWOOD HIGH SCHOOL - (623) 486-6400
6051 W. Sweetwater Ave., Glendale, AZ 85304
- 4. CENTENNIAL HIGH SCHOOL - (623) 412-4400
14388 N. 79th Ave., Peoria, AZ 85381
- 5. SUNRISE MOUNTAIN HIGH SCHOOL - (623) 487-5125
21200 N. 83d Ave., Peoria, AZ 85382
- 6. RAYMOND S KELLIS HIGH SCHOOL - (623) 412-5425
8990 W. Orangewood Ave., Glendale, AZ 85305
- 7. PEORIA FLEX ACADEMY - (623) 412-5475
Located at (1) Peoria High School
- 8. LIBERTY HIGH SCHOOL - (623) 773-6525
9621 W. Speckled Gecko Dr., Peoria, AZ 85383

Signature Program at School

* Indicates a non-contiguous elementary school attendance boundary.

Choice Areas:

- CENTENNIAL or PEORIA H.S.
- CACTUS or IRONWOOD
- PEORIA H.S. or RAYMOND S KELLIS

* This map is for illustrative purposes only. The Peoria Unified School District shall not be held liable for improper or incorrect use of the data.

0 0.5 1 2 3 Miles

By: T. Harris Date: 01/16/2018 Time: 12:08PM

**Peoria Unified School District
Use of Facility/Field Fee Schedule**

2022-2023

LOCATION/ROOM	Class I Peoria Unified Schools/Functions Personnel, PTA PTSO, Bussers	Class II Per hour Non-Profit Clubs, sports clubs Scouts, Little League	Class III Per hour Churches, Home Owner Assoc. Community Profit	Custodial Per hour Custodial when applicable	Maintenance Per hour Maintenance when applicable	Tech	Additional
Auditorium	No Charge	\$60.00	\$110.00	\$35.00	\$35.00	\$35.00	
Baseball Field with Lights	No Charge	\$30.00	\$60.00	\$35.00	\$35.00		
Board Room/Training Facility	No Charge	\$30.00	\$60.00	\$35.00	\$35.00		
Classroom	No Charge	\$15.00	\$30.00	\$35.00	\$35.00		
Computer Lab	No Charge	\$30.00	\$110.00	\$35.00	\$35.00		
Culinary Arts	No Charge	\$30.00	\$50.00	\$35.00	\$35.00		
Fields without Lights	No Charge	\$20.00	\$30.00	\$35.00	\$35.00		
H.S. Gym, no showers/lockers	No Charge	\$50.00	\$60.00	\$35.00	\$35.00		
HS. Practice Fields/Lights	No Charge	\$30.00	\$50.00	\$35.00	\$35.00		
Lecture Hall	No Charge	\$30.00	\$35.00	\$35.00	\$35.00		
Library	No Charge	\$20.00	\$40.00	\$35.00	\$35.00		
MPR/Cafeteria, no kitchen	No Charge	\$35.00	\$45.00	\$35.00	\$35.00		
MPR/Cafeteria, with kitchen	No Charge	\$40.00	\$60.00	\$35.00	\$35.00		
Parking Lot	No Charge	\$15.00	\$35.00	\$35.00	\$35.00		
SMART Center Rotunda Presentation Space	No Charge	\$35.00	\$45.00	\$35.00	\$35.00		
SMART Center Visual Arts Studio Classroom	No Charge	\$30.00	\$50.00	\$35.00	\$35.00		
Stadium with Lights	No Charge	\$110.00	\$210.00	\$35.00	\$35.00		
Stadium without Lights	No Charge	\$60.00	\$50.00	\$35.00	\$35.00		\$12.80 -- Lifeguard (Per Hour and Benefits)
Swimming Pool	No Charge	\$110.00	\$210.00	\$35.00	\$35.00		
Tennis Courts without Lights	No Charge	\$25.00	\$35.00	\$35.00	\$35.00		
Track with Lights	No Charge	\$50.00	\$60.00	\$35.00	\$35.00		
Track without Lights	No Charge	\$20.00	\$30.00	\$35.00	\$35.00		
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
Microsoft Teams Live Event (Class I Only)	No Charge					TBD	Actual District Cost
School Weight Rooms are not available for rent							
IGA - Utility Assessment for Non-Operating Hours							
Non-IGA - Utility Assessment for Operating Days After End of Instructional Day at Respective Site							
Non-IGA - Utility Assessment for High School Summer Hours							
Non-IGA - Utility Assessment for Non-Operating Days							
Special Cleaning Fee - May be assessed on a case by case basis.							
Microsoft Teams Live Event - Assessment for meetings with content that prohibits a fee being waived.							
							\$60.00 per hr
							\$15.00 per hr
							\$30.00 per hr + RENT
							\$60.00 per hr
							Up to \$500.00
							\$50.00 per hr