



Deer Valley  
Unified School District

**AGREEMENT AND APPLICATION FOR USE OF FACILITIES  
DEER VALLEY UNIFIED SCHOOL DISTRICT NO. 97**

20402 N 15<sup>TH</sup> Ave, Phoenix, Arizona, 85027  
623-376-3916

Deer Valley Unified School District  
Finance Department  
20402 N. 15<sup>th</sup> Avenue  
Phoenix, Arizona 85027  
623-445-4922

School Requested: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Please return all contracts to the

Community Education Building at the location above

Class I

Class II

Class III

Name of Club/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Title: \_\_\_\_\_

Type of Activity/Event: \_\_\_\_\_ Approximate Number of Participants: \_\_\_\_\_

(Separate forms must be submitted for rehearsals and performances)

Dates Requested: \_\_\_\_\_ through \_\_\_\_\_ S M T W TH F SA (please circle days of the week needed)

Rooms/Areas Requested (circle all that apply): Cafeteria/MPR Auditorium Classrooms # \_\_\_\_\_ Other \_\_\_\_\_

Hours: from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. \*Please include set up/take down time\*

Other Equipment Needed: \_\_\_\_\_

Facility Used	Hourly Rate	Hours Used	Utility Fee	Utility Hours	Total
_____	\$ _____	X _____	_____	X _____	= \$ _____
_____	\$ _____	X _____	_____	X _____	= \$ _____
_____	\$ _____	X _____	_____	X _____	= \$ _____
_____	\$ _____	X _____	_____	X _____	= \$ _____
_____	\$ _____	X _____	_____	X _____	= \$ _____
District Employee (Custodial):	\$ _____	X _____	Hours Used =	\$ _____	
District Employee (Technical):	\$ _____	X _____	Hours Used =	\$ _____	
Technical Student: # of _____	X \$ _____	X _____	Hours Used =	\$ _____	

**TOTAL \$ \_\_\_\_\_**

**\*\* \$25.00 fee may be charged for any changes or cancelations to a contract that has already been approved**

**\*\* All uncollected invoices will be sent to collections after 90 days.**

**\*\* If you are calculating your own fees, please make sure to follow the current DVUSD Fee schedule located on the DVUSD website at DVUSD.ORG**

**\*All applicants must become familiar with and agree to abide by the printed rules, regulations and current fee schedule of the Deer Valley Unified School District concerning the public use of school facilities. It is the renter's responsibility to maintain the facility in its original condition.**

\_\_\_\_\_  
Applicant Signature

# RULES AND REGULATIONS

An insurance certificate in the amount of one million (\$1,000,000) dollars must be submitted to and approved by the District before the facility may be used. The certificate must list DVUSD as additional insured.

## LIABILITY

**Each party agrees to defend and hold harmless the other party from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims are caused by the act, omission, negligence, misconduct or other fault of each party's officers, officials, agents, employees or volunteers.**

Please read and adhere to the following procedures and make certain that all members of your group are familiar with them. Your cooperation will help us in keeping the facilities as safe and clean as possible.

*Facility Provided "As Is":* OCCUPANT understands and agrees that the DISTRICT does not, and will not, warrant the suitability or safety of the FACILITY, or any of its contents, for the specific purpose(s) for which OCCUPANT intends to use it or for any purpose. As such, OCCUPANT accepts full responsibility for acceptance of the FACILITY as presented.

1. Persons attending special functions shall confine themselves to the specific part of the facility assigned in the agreement.
2. No alterations may be made to any facility without prior approval.
3. All participants are expected to be respectful and courteous at all times.
4. Neither the DVUSD nor the school site shall incur any expense due to the use of materials or equipment. Any person or agency using such materials or equipment that is lost or damaged during such period of use shall be responsible for reimbursement or replacement.
5. No persons on or using school property for any purpose shall engage in unlawful use, possession, distribution, or sale of tobacco, alcohol, drugs, weapons, or other illegal contraband on District property or at school sponsored events.
6. The users shall pay all costs, 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 conjunction with the use of facilities.
7. The cost of additional security or personnel that the user group feels is necessary for the safety of its employees, volunteers, or guests, will be at the expense of the user group.
8. All properties are to be left in the same condition as received. All items must be returned to the original location and be correctly put away.
9. Applicant agrees to abide by the financial fees and arrangements stipulated when reserving any school facility.
10. District or school-sponsored activities take precedence over all other activities.
11. Additional conditions may apply.
12. No food or drink allowed in any of our hard wood floor gyms.

## CLASS DEFINITIONS

CLASS I This category of user is exempt from facility rental fees, but subject to all personnel and/or other out of pocket costs incurred by the District. This class includes:

1. Organizations directly associated with the District and conducting activities for District school-age children. These are organizations that do not charge fees to students. Examples include PTA/PTO, Booster Clubs, School Athletic Teams, Arizona Interscholastic Association, Deer Valley Education Association, Arizona, Music Educators Association, Arizona Band and Orchestra Directors Association, and course-related clubs such as French club, etc.
2. Units, or elected officials, of Federal, State or Local Government, when conducting official business with the District for which reciprocal agreements have been executed.
3. Departments conducting staff development, in-service or other job related training classes primarily for District personnel, at the request of a District administrator

CLASS II Note: Requirements for this class includes proof of non-profit status. This category of user is also subject to all personnel and out-of-pocket costs incurred by the District. Equipment rental fees apply to this category of user. Included in this class are:

1. Non-profit youth organizations (i.e., Boys/Girls Club, YMCA, Scouts, Little League, Pop Warner, etc) with the exception of Charter and Private Schools
2. Churches and Religious Groups
3. Homeowner's Associations
4. National or State Educational organizations using District classrooms for instructional purposes

CLASS III

1. Groups who do not qualify under Class I or Class II
2. All commercial, for profit-making individuals and organizations, regardless of the purpose for the use of facilities
3. All Charter and Private Schools

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

Fee Schedule: (Rates are subject to change upon notification). A \$27.00 PER HOUR PERSONNEL FEE IS CHARGED FOR HOURS OUTSIDE THE NORMAL WORKING HOURS, OR WHEN SPECIAL SET-UP/CLEAN UP IS REQUIRED. ADDITIONAL FEES MAY BE CHARGED DEPENDING ON EQUIPMENT, SPECIAL EMPLOYEE COSTS AND UTILITY USAGE.

FEE SCHEDULES ARE AVAILABLE ON-LINE AT [WWW.DVUSD.ORG](http://WWW.DVUSD.ORG) OR CAN BE REQUESTED BY CONTACTING THE COMMUNITY EDUCATION DEPARTMENT 7071 W Hillcrest Boulevard, Glendale, AZ, 85310.

**All uncollected invoices will be sent to collections after 90 days.**

**All contracts are subject to cancellation if at any time the above Rules and Regulations are not being met**