



## Outside Facility Use Process and Guidelines for Rentals

It is the philosophy and intent of the DVUSD Governing Board and administration to make our facilities available to the community for public use as long as it does not interfere with regularly scheduled school activities. A “Use of Facility Fee Schedule” is reviewed annually and any recommended changes are presented to and approved by the Governing Board. Facility rentals are processed on a first come, first serve basis and can be initiated by contacting the Deer Valley Unified School District Facility Use Specialist.

To obtain a contract you can request one from the Facility Use Specialist by email or click on the link <https://www.dvUSD.org/site/Default.aspx?PageID=225>

There are three ways to submit a contract.

1. Fax 623-445-5083
2. Email it to [penny.adams@dvUSD.org](mailto:penny.adams@dvUSD.org) (preferred)
3. Deliver it to Deer Valley Unified School District. Located at;

20402 N. 15<sup>th</sup> Avenue  
Phoenix, Az. 85027

### Office Hours and Contact

Monday – Friday 7:30 a.m. – 4:00 p.m.

623-445-4922 for questions or assistance during normal business hours

Monday – Friday after 4:00 p.m., weekends, holidays, and during school closures

623-695-4974 call or text for emergencies accessing a campus for a scheduled rental

1. Contracts will be filled out and submitted to the Facility Use Specialist for review and Processing.
  - a. **Approval**- If the request is approved, an email will be sent by schooldude.com letting the outside user know that it is approved. This approval will list all the dates and times you have requested.  
Please check this over for accuracy.
  - b. **Denial**- Should the request be declined, you will receive an email from schooldude.com letting you know it was denied and the reason. At that point, if you would like, you can contact the Facility Use Specialist to see if there is

another location or time that may work. If that is the case, the schedule will be moved to the new location or time and submitted to the new location.

- c. If any dates in the parameters of your use need to be canceled, (holidays, school functions, day booked by another outside user) once approved, we will cancel those days and send you a cancellation email for all days involved. Please refer to the District calendar when scheduling your use.  
<https://www.dvusd.org/domain/2660>
  - d. All new contracts need to be submitted with a current copy of your organizations liability insurance certificate for up to \$1,000,000 and is required to list DVUSD as other insured.
  - e. If your event is a sports-related event, a concussion form will also be required. Once the required paperwork is submitted it will be entered in to our online facility scheduler, SchoolDude, and submitted to the school of your choice.
    - i. Concussion documentation should be signed and turned in with the contract. It also must include a detailed outline of what the sports groups are going to do to educate their players, parents and coaches.
  - f. When filling out your contract please account for set up and take down time.
2. Maintenance is billed rentals scheduled on Saturdays, Sundays, holidays, and days that schools are closed. In the summer, maintenance is billed Monday through Friday after 2:00 PM, all day Saturday, Sunday, holidays and days the school is closed. We bill for maintenance for the event time plus one (1) hour extra per day for maintenance to open and close.
  3. Utilities require a 2-hour minimum and will be billed Monday through Friday after 5:00 PM, all day Saturday, all day Sunday, and all holidays or days that the schools are closed. During the summer months utilities are billed for rentals any time of day and any day of the week.
  4. Invoicing is completed after the event has taken place. Contracts with recurring schedules will receive monthly invoices, unless prior arrangements have been made with the Facility Use Specialist.
    - a. Full payment is due by the due date on the invoice unless other arrangements have been made with the Facility Use Specialist.
    - b. It is the responsibility of the outside user to keep track of the days they use.
    - c. If there is a discrepancy on the invoice that can be backed up with a past email, please contact the Facility Use Specialist.
  5. **Cancelations and changes** made to a rental agreement may be assessed fees.
    - a. Events canceled within fewer than four weeks of the scheduled event will be assessed a fee and the fee varies depending on how much notice was provided prior to the cancellation.
      - Four weeks or more before the event, no cancellation.

- Two (2) to four (4) weeks prior to the scheduled event, 25% of the rental contract excluding utilities.
  - Same day as the event but before the scheduled start time, 50% of the rental contract and 50% of the utilities.
  - No show or no cancel prior to the start of the scheduled event will be invoices 100% of the rental contract and utility fee for each event scheduled.
- b. Changes to contracts need to be submitted to the Facility Use Specialist by email at least two (2) weeks prior to the event, once the contract is approved, each change will require a \$25.00 change fee.
  - c. School functions take precedence over all outside use. In the event of a school function hindering your time, you are welcome to wait and use the facility after they are done and extend your time of use as long as doing so does not cause the custodian to stay over their scheduled shift. You may also cancel that day of your contract at no cost and you will not have to pay fees. Renters will not be assessed fees for cancelations and changes to the contract made by the school or district.
6. Fees are per hour and follow the Board approved Fee Schedule.
    - a. The Fee Schedule is approved yearly at a spring Board Meetings.
    - b. Once the Board approves the fee schedule, contracts can be accepted any time after 12:00 AM the next business day.
    - c. Contracts are accepted on a first come first serve basis.
  7. Auditoriums, Mini Auditoriums and Stadiums
    - a. Tech Fees are assessed per event in the auditorium, mini auditorium and/ stadium and will be determined by the schools Fine Arts Department Lead.
    - b. Stadium Lights will be billed with the 2-hour minimum requirement and are turned on at dusk.
    - c. Additional fees for lighting and sound will be determined by the Fine Arts Department Lead and are dependent on the needs of the outside user/use.
    - d. No real or replicated weapons, Arizona State Statute and District policy states no weapons of any kind on any school campus.
    - e. Rigging for stunts and/or flying must be done by a professional rigging company with additional liability insurance and must be approved by the Director of Facilities of DVUSD.
  8. Churches
    - a. Wine may not be permitted at any time for any reason; Arizona State Statute.
    - b. No Candle lighting permitted, this is a fire hazard.
    - c. Storage fee is required at schools discretion. Fee to be determined.

- d. Church signs are only allowed to be displayed from sundown on Friday, until after services on Sunday only. If the school is closed for summer break or a holiday week, church signs may remain up with school and district approval.
9. Signs/Fliers Advertising
- a. Signs are not allowed to be hung on buildings, fences or stuck in the ground during school hours.
  - b. All signs need to be placed in a safe location not blocking the view of traffic and patrons.
  - c. All events must be approved by this office prior to the distribution of all fliers advertising your event.
10. General Guidelines
- a. School Supplies in classrooms are not for use by outside users.
  - b. District activities, unexpected or unplanned, after a facility has been scheduled for an outside agency takes precedence. All efforts to move or reschedule your event will be made.
  - c. Glass containers are NOT allowed on the fields or track.
  - d. Food and drinks, other than water, are NOT allowed in any of the gyms at any time.
  - e. Alcohol, tobacco, e-cigarettes and vaping products are NOT allowed on any campus for any reason at any time as per Arizona State Statute.

### **Guidelines Regarding Outdoor Activity in the Event of Intense Heat**

Deer Valley Unified School District has general guidelines that are used on every school campus to ensure the safety and well-being of all participants of outside activities during high heat temperatures. We would like for the following guidelines to be observed as to avoid injury to any persons while renting one of our campuses. Arizona heat during summer and fall is the most dangerous weather for people taking part in outdoor activities and can pose a threat for heat-related illness if we do not take precautions.

The following guidelines are used at every school campus to ensure student safety during high heat:

- Indoor facilities are utilized to accommodate physical activity (indoor gyms and covered canopies on school playgrounds)
- Outdoor activities are planned for the coolest times of the day
- Duration of outdoor activity is limited and reduced
- Frequent breaks are taken
- Drinking water is provided before, during, and after the activity
- Physical activity is paced
- Cool-down recovery time is planned for in the shade following an outdoor activity