

## 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 and approved by the Governing Board. Facility rentals are processed on a first come, first serve basis. Facility use 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 623-376-3918
2. Email it to [tina.robinson@dvUSD.org](mailto:tina.robinson@dvUSD.org) (preferred)
3. Deliver it to the Community Education Building. Located at;

7071 W Hillcrest Boulevard

Glendale, Arizona 85310

All 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. 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.

1. **Contracts** will be submitted to the school for review and processing. Once processed at the school, the contract will be reviewed and processed at the District level by the Facility Use Specialist.
  - a. Approval- If the contract 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 this 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 again.

- 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>

2. **Maintenance** is billed all day Saturday, all day Sunday and all holidays or days that schools are closed. In the summer, maintenance is billed Monday through Friday after 2:00 PM, all day Saturday and Sunday and any holidays or days that the school is closed. We bill for 1 hour extra per day for maintenance to open and close, giving them ½ hour to open and ½ to close.
3. **Utilities** require a 2 hour minimum and are 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 all day every day.
4. **Invoicing** is generally done after the event has taken place. If you have a contract that is a recurring schedule, quarterly invoices will be sent, unless prior arrangements have been made with the Facility Use Specialist.
  - a. Cancellations must be submitted by email to the Facility Use Specialist at least 2 weeks prior to the event in order to avoid a cancellation fee of \$25.00 and/or having to pay utilities. If the event is not canceled and it is after the event date, but you did not use the facility, you will still be required to pay the rental fee, utilities and maintenance (if needed) for the event.
  - b. Changes to contracts need to be submitted to the Facility Use Specialist by email at least 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 or cancel that day of your contract at no cost and you

will not have to pay fees. Cancellations and changes to the contract by the school or district will not affect the outside user monetarily.

- d. Full payment is due by the due date on the invoice unless other arrangements have been made with the Facility Use Specialist.
- e. It is the responsibility of the outside user to keep track of the days they use.
- f. If there is a discrepancy on the invoice that can be backed up with a past email, please contact the Facility Use Specialist.

**5. Fees** are per hour and follow the District Board approved Fee Schedule.

- a. The Fee Schedule is approved yearly at one of the March or April 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 taken on a first come first serve basis.

**6. 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 are billed with the 2 hour minimum requirement and are turned on at dusk.
- c. Additional fees for lighting and sound are determined by the Fine Arts Department Lead and are dependent on the needs of the outside user/use.