



FACILITY USE REQUEST

San Carlos Unified School District
PO Box 207 – San Carlos, AZ 85550
Phone: (928) 475-2315 Fax: (928) 475-2301

1. Please submit the below completed form to Evelyn Hinton, Superintendent Assistant at the San Carlos USD District Office. Separate forms are required for each facility use.
2. Submit your request and proof of insurance two weeks in advance; sooner, if you wish to ensure availability.
3. Approved copies of this form will be signed and returned to the building administrator and rental party. The signed copy shall comprise your reservation for use.
4. Payment of rental fee and proof of insurance are required before the event. Governing Board policy KF.

REQUESTING AGENCY: _____

Contact Person: _____ Contact Phone: _____

Mailing address: _____

- a. Non-profit #: _____
- b. Public Agency Director: _____
- c. Personal Use (Person Responsible): _____
- d. Business License #: _____
- e. Other: _____

ACTIVITY YOU PLAN TO HAVE:

- _____ Public Meeting: _____
- _____ Youth Activity (Describe) _____
- _____ Sporting Event (Describe) _____
- _____ Funeral/Wake _____
- _____ Family Activity (Describe) _____
- _____ Other (Describe) _____

WHAT ARE YOU REQUESTING TO USE:

- What space/facility: _____
- What equipment: _____
- What furniture: _____
- What other: _____



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WHAT DATE(S) / TIME(S) ARE YOU REQUESTING:

Date(s): _____

Time(s): _____

I hereby agree to assume full personal responsibility for the stated District facility and/or equipment and guarantee that the facility and/or equipment will be left in the same condition as when obtained. This responsibility includes removal of any litter created, use of appropriate non-marking footwear in gyms, lights, A/C, and evaporative coolers turned off, and the facility properly secured at the end of the activity. I also understand and agree to abide by the District non-smoking policy.

Facility use is granted only for those specific dates and times which are shown and approved on the first page of this form. Deviations from the approved schedule will be allowed with specific District approval and may be initiated based on District needs as they occur. At all times, school functions and activities will take priority over all District Facility Use Agreements.

The responsible person at any activity must have a copy of this form in his/her possession at all times. The copy should be presented to any San Carlos Unified School District employee who requests proof of your authorization.

I also agree to hold the District harmless from any liability due to use of the school facilities and to furnish proper insurance as required by the District and State law. **A CERTIFICATE OF LIABILITY INSURANCE FILLED IN BY AN INSURANCE AGENT MUST BE ATTACHED. This insurance shall provide the minimum limit of \$1,000,000 for bodily injury and property damage and names the district as additional insured.**

In the event the District employs an attorney to enforce any of the provisions of this agreement by court action or otherwise, the District shall be entitled to recover from the rental party any attorney's costs reasonably incurred by the district.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND ATTEST THAT ALL INFORMATION GIVEN BY ME IS TRUE AND COMPLETE. I FURTHER UNDERSTAND THAT FAILURE TO ABIDE BY THESE PROVISIONS WILL RESULT IN ADDITIONAL CHARGES BY THE DISTRICT TO CORRECT SUCH FAILURES. ALSO, SUCH FAILURE WILL JEOPARDIZE FUTURE USE OF DISTRICT FACILITIES.

Requesting Agency Signature

Date

APPROVAL BY DISTRICT: (School District Use Only)

Principal/Site Admin:	_____ YES	_____ NO
Insurance waiver:	_____ YES	_____ NO
Facilities Approved:	_____ YES	_____ NO
Payment received:	_____ YES	_____ NO

District Authorizing Signature

Date

CC: Security and Facilities _____



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How will this event be supervised so that no damage, vandalism, theft of SCUSD property occurs? Explain in detail. (ADDITIONAL FEES REQUIRED IF DISTRICT STAFF NEEDED TO SUPERVISE EVENT)

How will the facility used be cleaned following daily activity? Explain in detail. (ADDITIONAL FEES REQUIRED IF DISTRICT STAFF NEEDED TO CLEAN)

FEE SCHEDULE: (use of facility requires pre and post inspection by requestor & a district staff member) NOTE: the district will require use of a district contract for opening and closing the facility.

Gym:	\$50 for each 1 to 6 hours**
Classroom:	\$10/hr per approved use**
Auditorium/Cafeteria	\$25 for each 1 to 6 hours**
Outside fields/courts/playgrounds	\$25 for each 1 to 6 hours**

Kitchens may not be used without San Carlos Unified School District cafeteria staff present.

DEPOSITS REQUIRED: please provide a blank money order for the amount stated below, if no damages, thefts, or cleaning is required, the money order will be returned to the requestor.

GYM USE: \$500 deposit required.
AUDITORIUM/CAFETERIA: \$250 deposit required.
CLASSROOM: \$100 deposit required.
FIELDS/COURTS: \$250 deposit required.

******INSURANCE WAIVER/COVERAGE REQUIRED******