



# PERMIT FOR USE OF SCHOOL AUDITORIUMS

Paradise Valley Unified School District No. 69 • Community Education Department  
15032 North 32nd Street, Phoenix, AZ 85032 • (602) 449-2216 or (602) 449-2204



**Auditorium Requested (select one):**    HORIZON    NORTH CANYON    PARADISE VALLEY    PINNACLE    SHADOW MOUNTAIN

Attachments to Permit (please initial as applicable):     SECURITY REQUIREMENTS     FACILITY USE AGREEMENT

(PLEASE PRINT):

Name of Organization \_\_\_\_\_

Billing Address \_\_\_\_\_ Email Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Business Phone (    ) \_\_\_\_\_

Contact Name #1 \_\_\_\_\_ Phone (Home) (    ) \_\_\_\_\_ Phone (Cell) (    ) \_\_\_\_\_

Contact Name #2 \_\_\_\_\_ Phone (Home) (    ) \_\_\_\_\_ Phone (Cell) (    ) \_\_\_\_\_

Nature of Activity (Meeting/Concert/Theatrical Production) \_\_\_\_\_

Estimated Number of Performers \_\_\_\_\_ Estimated Size of Audience \_\_\_\_\_

Date	Day	Set-up start <small>(Specify AM/PM)</small>	Rehearsal start <small>(Specify AM/PM)</small>	House opens <small>(Specify AM/PM)</small>	Performance start <small>(Specify AM/PM)</small>	Load-out start/end
_____	_____	_____	_____	_____	_____	_____/____
_____	_____	_____	_____	_____	_____	_____/____
_____	_____	_____	_____	_____	_____	_____/____
_____	_____	_____	_____	_____	_____	_____/____
_____	_____	_____	_____	_____	_____	_____/____

**Additional Rooms/Day & Time**

Day \_\_\_\_\_ Room \_\_\_\_\_ From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Day \_\_\_\_\_ Room \_\_\_\_\_ From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Day \_\_\_\_\_ Room \_\_\_\_\_ From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Day \_\_\_\_\_ Room \_\_\_\_\_ From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

*Signature below indicates agreement with request as listed, all provisions as listed on reverse side, and the printed rules and regulations of the District concerning the public use of school facilities and conduct on school grounds, as found in the Facilities Handbook and the Auditorium Handbook. The handbooks are available on-line through the website [www.pvschools.net/comed](http://www.pvschools.net/comed).*

**The Site Supervisor is required to be present at all times and will be responsible for the supervision of students or participants until all attendees have left the premises.**

Signature of Authorized Representative of Organization \_\_\_\_\_ Date \_\_\_\_\_

Signature of School Administrator \_\_\_\_\_ Date \_\_\_\_\_

(Signature of administrator indicates availability of site and does not constitute final approval)

Signature of Community Education Administrator \_\_\_\_\_ Date \_\_\_\_\_

A completed **Event Equipment Request** must accompany this form to detail the specific needs for your event.

**FOR OFFICE USE ONLY**

Technical and custodial support will be determined by Community Education.     CLASS I    CLASS II    CLASS III

Technical to be done by:  School    Community Education    Custodial to be done by:  School    Community Education

*User copy will be returned as confirmation and should be presented at time of use.*

## COMMUNITY USE OF FACILITIES—GENERAL RULES

**An insurance certificate showing proof of insurance for a minimum of one million dollars (\$1,000,000) combined single-limit bodily injury and property damage liability must be submitted to and approved by the District before the facility may be used. The certificate must list PVUSD as additional insured. The certificate covers all areas of District property that are accessible to the renter and its patrons, including facilities, parking, walkways, and/or areas to which access cannot be limited.**

The Community Education contact for auditorium rental cannot confirm community use of the auditoriums until after May 1st for events occurring between the beginning of the school year and winter recess, and after September 1st for events occurring between the beginning of second semester and the last day of school for that year. **YOU WILL BE NOTIFIED BY TELEPHONE IF YOUR REQUEST CANNOT BE APPROVED.**

It is recommended that the representative of the renting organization bring a copy of the approved Agreement Permit for Use of School Auditorium and Equipment Request Form on the first day of facility use. The handbook describes the facilities and equipment that are part of a rental agreement. It is required that groups access the Auditorium Handbook on the Internet at <http://www.pvschools.net/comed/facility1.html> and follow the links to download the handbook.

The school district shall provide needed custodial services and/or other employees during each usage. See fee schedules below for charges. **THE CUSTODIAN WILL OPEN THE FACILITY WHEN THE PERSON WHO IS RESPONSIBLE FOR THE GROUP ARRIVES. PLEASE BE ON TIME.** There may be some restrictions on parking due to conflicts with other scheduled events on campus. Administrators or caretakers are to have access to all facilities being used. Premises are to be vacated and lights out at the time specified. All properties are to be accounted for and left in the same condition as received. **SMOKING AND ALCOHOLIC BEVERAGES ARE NOT PERMITTED.** Refreshments may be served only with prior approval of the Community Education Office. Any advertising for promotion, such as newspaper releases, posters, tickets, and handbills, must indicate the sponsoring agent and a specific phone number for information. **PLEASE NOTIFY THE COMMUNITY EDUCATION DEPARTMENT IF CHANGES TO THIS AGREEMENT PERMIT BECOME NECESSARY.**

### INDEMNIFICATION AND HOLD HARMLESS CLAUSE

*To the fullest extent permitted by law, the APPLICANT agrees to indemnify, defend, and hold harmless the DISTRICT, its officers, agents, volunteers, and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees, court costs, or alternative dispute resolution costs arising out of, resulting from, or otherwise but for the performance or furnishing of work or services or use of the school's facilities and grounds and parking area under this Agreement; provided that any such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, death, or personal injury, or property damage, including the loss of use or diminution in value resulting therefrom; regardless of whether or not it is caused in whole or in part by the actual or alleged negligent acts, errors, or omissions of the DISTRICT, its officers, agents, volunteers, or employees, or a party indemnified hereunder. The DISTRICT reserves the right, but not the obligation, to participate in defense without relieving APPLICANT of any obligation hereunder.*

### CLASS DEFINITIONS

**CLASS I** This category of user is exempt from facility rental fees but subject to all personnel and 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. Examples include staff and student groups or clubs, school teams, Parent Council, PTA/PTO, booster clubs, etc.
2. Units, or elected officials, of Federal, State or local government, or local civic groups when conducting community or official business within the District. This includes the Parks and Recreation Department of the Cities of Phoenix and Scottsdale for which reciprocal agreements have been executed.
3. Groups or District Departments conducting staff development, inservice or other job-related training classes primarily for District personnel, and at the request of a District administrator.

**CLASS II** This category of user is for non-school sponsored non-profit service organizations whose academic or recreational activities involve District school-age children. This category of user is subject to all personnel and other out-of-pocket costs incurred by the District. Equipment rental fees apply to this category of user. Included in this class are:

1. Youth organizations (e.g.: Boys/Girls Clubs, YMCA, Scouts, Campfire, Little League, Pop Warner, Soccer), Rotary, Lions, etc.
2. Churches and religious groups.
3. Home Owners' Associations.
4. National or State educational organizations using District classrooms for instructional purposes.

**Note—Requirement for Class II:**

An IRS letter of determination indicating a 501(c)(3) or 501(c)(4) organization.

**CLASS III** 1. All commercial, profit-making individuals and organizations, regardless of the purpose for their use of facilities.

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

**FEES:** Effective 07/1/11. Rates subject to change yearly upon Governing Board approval.

**MINIMUM RENTAL:** 3 HOURS (usage or custodial and technical personnel).

A non-refundable reservation fee of \$200 must accompany your request for use of the auditorium. A deposit equal to 50% of the estimated rental and personnel charges is due upon approval of the agreement permit by Community Education. The 50% deposit will be refunded if the event is cancelled more than 30 days from the date of use or it may be applied to a future rental period.

The Auditorium Handbook, Auditorium Equipment Request Form, and Production Schedule/Addenda to Contract Form are also part of this contract. Contractee is billed for actual hours of use and personnel. Groups have 24 hours to remove their property after use. They will then be assessed a fee of \$100 per day for storage. All property left longer than a week becomes the property of the Paradise Valley Unified School District. Additional technicians may be available at \$28 per hour per technician. All district personnel scheduled for activity will be paid through PVUSD payroll. The lessee must not pay any employee directly for services rendered. The Community Education Department subscribes to Restaurant eFund. Checks returned for insufficient funds will be submitted to Restaurant eFund for collection.

### Auditorium Rental Rates

ROOM	CLASS I	CLASS II	CLASS III
Auditorium	\$0/hr \$0/day	\$175.00/hr \$1,400.00/day	\$300.00/hr \$2,400.00/day

**All Classes—\$28 an hour per person for Technical Assistance and Custodial**

### Auditorium Utility Rates

TIME PERIOD	SCHOOL DAY USE	NON-SCHOOL DAY USE
May 1 - Oct. 31	\$45.00/hr	\$75.00/hr
Nov. 1 - April 30	\$25.00/hr	\$50.00/hr

I have read the above General Rules, terms, and fees, and understand them. \_\_\_\_\_  
Initial here

**PLEASE NOTE:** A school always has first priority & a user group may be required to relocate. There will be no use of school facilities during parent/teacher conference weeks or recess days. We will try to make any relocation as effortless as possible.