



REQUEST FOR USE OF SVPS DISTRICT FACILITIES

School/Community Relations Office * www.svusd68.org

5225 Buena School Blvd, Sierra Vista, AZ 85635

(520) 515-2820, Office or (520) 515-2874, Fax

OFFICE USE	
Contract #:	_____
Received:	_____
Fwd to site:	_____
Site Approval:	_____
Returned/Filed:	_____
Copy to applicant:	_____

Organization/Applicant: _____ Today's date: _____

Representative of organization: _____

Telephone: (work) _____ (cell) _____ E-mail _____

Alternate contact: _____ (work) _____ (cell) _____

Billing address: _____

Note: This request will not be approved unless the guidelines on the reverse side are signed by an authorized representative.

Attachments to this request: Event Equip Req BHS Sports Facilities Req Petition for category reduction/waiver*

* - Justification petition must be submitted prior regularly scheduled Governing Board meeting;

waiving any District personnel fees must be explicitly stated in justification letter and authorized by Superintendent.

Please complete the following information

Site Requested:	Rothery Education Center	Joyce Clark Middle	Bella Vista Elementary
	Conference room	Buena Performing Arts Center	Carmichael Elementary
	Band room	Buena High School	Huachuca Mountain Elementary
	Gym		Pueblo del Sol Elementary
	Track/Field		Town and Country Elementary
	Other: _____		Village Meadows Elementary

Room/Area requested: Cafeteria (MPR) Classrooms (please list) _____
 Media Center Gym
 Other: _____

Date(s) requested (mm/dd/yy): _____ through _____ Estimated # Attending _____

Hours: from _____ am/pm to _____ (to include set-up, take-down, and clean-up)
 (note: fees based on minimum 2hr usage; additional fees may apply if extensive pre/post personnel hours are required)

What is the nature/purpose of use? _____

Will there be an admission charge, collection or funds solicited? No Yes Amount _____

Is food part of this activity/event? Yes No
 (note: serving or selling food must follow Cochise County Health Dept. requirements; food is not permitted in BPAC)

Special equipment/custodial/personnel needs: No Yes
 (if yes, please explain): _____

Exceptions to above requested dates (include holidays or dates you will not use) _____

Other Comments/Requests:

GENERAL RULES/REGULATIONS

1. The District reserves the right to immediately terminate the use of facilities and the user agrees to immediately vacate the premises upon notification of termination for failure to adhere to the rules.
2. Failure to comply with all rules and regulations may jeopardize group's future use of SVUSD facilities.
3. The user must exercise the proper care in the use of school facilities and agrees that in consideration for use that he/she/they will save and hold harmless the SVUSD #68 for any and all liabilities, including fraudulent and groundless accusations of liability, resulting from his/her/their use of school facility.
4. The user group will notify Sch/Comm office of any cancellations of previously scheduled facilities in ample time to plan accordingly. In case of failure to do so, the SVPS may bill for expenses incurred in preparation for use of the facilities requested.
5. League Coordinators, Presidents, Tournament/Event Directors, etc. are directly responsible for informing their volunteers, staff and attendees of facility rules and regulations.
6. Users, its member, guests and invitees will show respect towards District staff, etc.
7. Users, its members, guests and invitees, shall not solicit, sell or provide goods and/or services on the premises (premises to include all facilities including parking lot areas), without written permission or prior arrangements through Sch/Comm office.
8. It is the responsibility of the User to provide security for activity/event. The District reserves the right to require police supervision for any event booked. Security requirements must be met and confirmed prior to event date. Cost of police/supervision may be charged to facilities user after event if necessary.
9. User groups must leave facility in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly. User groups damaging District property will be held responsible for the cost of repair, replacement or clean up.
10. Possession or consumption of alcoholic beverages on District property is strictly prohibited.
11. Smoking or the use of any tobacco product on District property is strictly prohibited.
12. Sierra Vista Public Schools is not responsible for loss, theft or damage to vehicles.
13. User groups may not "sub-lease" their approved dates without approval from the Building and/or District Athletic Director.
14. Participants, children and spectators must be under the supervision of user group representative throughout the entire scheduled event.
15. Use of food products on the field surface is not allowed (ie: sunflower seeds, chewing gum) is strictly prohibited and charges (fines) may be assessed if rule is violated in any area.

AGREEMENT & INSURANCE

The Group/Organization referenced in this application certifies that the information given is true and correct. The applicant agrees to strictly observe and enforce all rules and regulations of the SVPS, the principal of the school, as well as those enumerated in the Rules/Regulations above. The applicant further agrees that the applicant and the responsible officers or representatives of the applicant Group/Organization must, as a condition to this request, save and hold harmless the SVPS #68 for any and all liabilities, including fraudulent and groundless accusations of liability, resulting from his/her/their use of school facility.

The applying Group/Organization is required to be covered by comprehensive general liability insurance. The applicant is responsible for obtaining said insurance and must also present satisfactory proof that such a policy is or will be issued to cover the proposed use if this request is approved. The application will not be approved until satisfactory evidence of insurance naming Sierra Vista Public Schools/SPECIFIC SITE as additional insured is presented in a face amount of not less than \$1,000,000.

Determination of applicants who will pay a fee and the amount charged per hour will be decided by the District based on established operating procedures. Applicants will receive a copy of this application request. Fees/Charges may be required to be payable in advance to the SVPS, unless prior billing arrangements are made.

I certify that I have read and agree to comply with the Agreements, Rules and Regulations, and Insurance Requirements for use of SVPS District facilities.

Print Name

Signature

Date

FOR SCH/COMM OFFICE USE:

Approved – no charges* Denied

Approved w/charges \$ _____

Category Assigned [1] [2] [3] [4]

School/Community Manager

Date

Comments:

EVENT EQUIPMENT REQUEST

(a signed request for Facility Form must be on file)



(Name of Organization)/Name of Person Responsible)

Phone: _____ Email: _____

Date(s) of event: _____

Date/Time equipment needs to be in place by: _____

Will event tech assistance be required? Yes No

Audio/Visual*

- LCD Projector (w/VGA – VGA cable)
- PowerPoint computer
- DVD Player
- VCR Player
- TV
- Internet wired wireless
- Portable Projector Screen
- Sound system
(larger systems require Sch/Comm support)
 - 1 wired microphone w/straight stand
 - 1/8" input cable for personal device input
 - CD player
 - Bluetooth enabled
- Phone line
- Piano
- Portable stage lighting
- Portable Follow-spotlight

Additional Equipment

- Chairs # _____
- Tables # _____
- Easel # _____
- Table skirt
- Extension Cord
- Pipe & Drape
- Stanchion
- Podium
- Music Stands
- Portable platforms

Kitchen*

- trash cans
- access to water
- Ice machine
- Warmer
- Refrigerator
- Ovens

* - may require school employee on site during event & add'l charge

Additional Notes/Comments/Requests

FOR OFFICE USE:

Site Building Administrator/School Community Office

Date

Approved Denied

Comments: _____

_____ date received by School/Community Office

Contract # assigned _____