

## Facility Use Guidelines

623.876.7056 or 623.876.7064 · 15802 North Parkview Place · Surprise, AZ 85374



### General Safe Practices:

While using Dysart Unified School District's facilities, the user shall adopt and follow safe practices in its operations.

### Cooperation:

The user is expected to cooperate with District personnel to ensure a safe site. The user shall clarify with District personnel all safety and security requirements prior to use of the facilities.

### Facility Use Guidelines:

- The applicant must become familiar with and agree to abide by the printed rules and regulations of the district concerning the public use of school facilities. Requests of usage must be made at least 3 weeks prior to events.
- The applicant is held responsible for the preservation of order. Responsible adults must supervise all children attending or participating in an event or activity. The user will require participants to wear appropriate clothing.
- Gambling and the use, possession, distribution, or sales of tobacco, drugs, or alcohol are strictly prohibited on school grounds.
- The use of open flames, such as candles, is not permitted. Any electrical tools, appliances and extension cords used shall be in good condition.
- Displaying decoration or scenery or moving pianos or other major furniture is not allowed without prior permission.
- Nothing shall be sold, given, exhibited, or displayed for sale without prior permission. All sales are prohibited unless the proceeds will be used for charitable or nonprofit educational purposes.
- Only facilities specifically approved by the designated administrator are to be used. Persons attending the activity must confine themselves to the specific authorized areas.
- All activities involving students as spectators or participants must end by 10:00 pm if the following day is a school attendance day.
- The sponsor must limit the number of occupants to the safe seating capacity of the room or facility used.
- The program of speakers, plays, amusements, entertainment, or other activity shall be provided to the School Principal and Community Education Director, along with any advertising of the promotion of the program, such as newspaper releases, posters, tickets, and handbills. All advertisements must indicate the sponsoring agent. Distribution must be approved through the Public Information Office and follow advertising policies. If playground equipment is used, the user shall provide adult supervision of at least one adult for each twenty (20) children using equipment.
- All groups must provide the district with documentary evidence of liability insurance with a limit of at least \$1 million, and must be on copy with Community Ed. Department at least 2 weeks prior to the first date of use.
- The availability of cafeteria kitchens, auditoriums, computer or science labs and other areas may be restricted to specific times or activities. Special fees will be charged for the use of those facilities, and/or authorized staff technicians.
- The user shall observe District vehicle parking guidelines. The user shall not allow any parking in areas marked with red indicating a fire lane or reserved areas as indicated. The user shall provide adequate signs and markers to inform participants of rules and to maintain the facility in a safe manner. All means of access or exit shall be identified and communicated to participants.
- The user shall maintain all areas used, including fields, in a clean well-organized manner. All materials used shall be properly handled, stored or stacked. The user will not use or touch school supplies or materials while using rooms.
- The user shall inspect all fire lanes, roadways and sidewalks to be used, and are to remain clear of obstructions during use. Extension cords are to be taped to the floor to avoid a trip hazard.
- User shall maintain a list of emergency phone numbers that will be available at all times.
- User shall make facility use payments on time or risk losing their right of their facility use reservation. Deposits and upfront fees, according to rate schedules, must be paid in full at least 2 weeks prior to the first date of use.
- User will be financially responsible for all fees if request is cancelled less than 2 weeks prior to usage of facility.

By signing the above guidelines, the signee understands that any violation of the above guidelines may result in termination of facility rental agreement. The signee agrees to all above guidelines and regulations of Dysart Unified School District facility rental.

User's Signature : \_\_\_\_\_

User's Name (Print) : \_\_\_\_\_ Date: \_\_\_\_\_

Name of Company : \_\_\_\_\_