



**AVONDALE ELEMENTARY SCHOOL DISTRICT
FACILITY USE AND RENTAL MANUAL**

Revised March 2023

TABLE OF CONTENTS

- I. INTRODUCTION 2
 - A. GOVERNING BOARD POLICY 2
 - B. PROCESSING AND APPROVALS 5
 - C. SCHEDULING 5

- II. RENTAL CONTRACT 7
 - A. INSURANCE CERTIFICATE OF USER 8
 - B. Exhibit A 12
 - GENERAL TERMS 12
 - RENTAL TERMS 13

- III. RENTER CLASSIFICATIONS AND FEE SCHEDULES 17
 - A. CLASSIFICATION OF RENTAL USERS 17
 - B.. FEE SCHEDULES 18

I. INTRODUCTION

Welcome to the Avondale Elementary School District #44. We are pleased that you have chosen our facilities for prospective use.

Pursuant to the Arizona Revised Statute (A.R.S.) Section 15-1105 et seq., District-owned facilities may be made available for public use. The Governing Board has adopted the spirit and intent of this public law in making the District facilities available to the public. However, the District cannot subject itself or its residents to liability not otherwise assumed in the normal course of operations.

Therefore, all prospective occupants of District facilities must thoroughly read, complete and sign the District's Facility Use Agreement and Terms and Conditions for Rental of District Facilities as may be amended. While the District updates this Manual annually, please refer to the District's policy manual for the most updated copy of its policies and regulations. The Assistant Director of Maintenance shall review the request and determine if there are any conflicts with any site-sponsored activities.

The use and occupancy of school property shall be primarily for AESD purposes. Any authorized use or occupancy of the property for other than AESD purposes shall be secondary and subordinate to this primary purpose. It is imperative that any use of District facilities and grounds comply with state law, and the District's rules, regulations, and policies governing the use of its facilities.

If you need more information regarding the use of our facilities or assistance with the Facility Use Manual, please contact the Assistant Director of Maintenance at 623-772-5067 or reservations@chooseaesd.org

A. GOVERNING BOARD POLICY KF

School facilities and property may be leased to extended day resource programs and any person, group or organization for any lawful purpose in the interest of the community. The purposes include but are not limited to the following:

A. recreational, B. educational, C. political, D. economic, E. artistic, F. moral,

G. scientific, H. social, I. religious, J. other civic, K. or governmental.

A reasonable use fee shall be charged for the lease of school facilities and property and this fee may be offset by goods contributed or services rendered by the lessee. "Reasonable use fee" means an amount that is at least equal to the cost for utilities, services, supplies or personnel provided to the lessee pursuant to the terms of the lease.

Uncompensated Use

The Superintendent may permit the uncompensated use of facilities and property by any school related group, including student political organizations, or by any organization whose membership is open to the public and whose activities promote the educational function of the District. "Education function" means uses that are directly related to the educational mission of the District as adopted by the Board and includes the educational mission related uses of parent - teacher organizations, youth organizations and school employee organizations. Use of facilities or property by organizations indicated above that will require a substantial District cost for utilities, services, supplies and/or personnel may be permitted only if goods contributed, services rendered or payments are made to reimburse these costs to the District.

The mission of the District is found in section A of the policy manual (see cross referenced policies below). The mission statement and the group's or organization's promotion of the educational function through the activity, as interpreted by the Superintendent in good faith, will be the basis upon which uncompensated use of District facilities and property shall be approved or denied.

Generally

The Superintendent shall annually recommend a fee schedule to the Board for the lease of school property and such schedule shall include a procedure for determining the value of goods and services being provided as compensation for the use of school property. The schedule shall include a designation of those groups whose activities promote the educational function of the School District as determined in good faith by the Superintendent and presented for Board review.

Property not associated with the use of facilities is covered in section E of the policy manual (see cross referenced policies below). The District will use its best efforts to avoid conflicts with approved use of the facilities and property but no lease or use provision shall be effective if the administrator of the facility finds that it would cause delay, cancellation, or rescheduling of a school-sponsored activity.

Proof of liability insurance shall be required for the use or lease of school property pursuant to A.R.S. [15-1105](#). The School District and its Governing Board, employees, and agents shall be named an additional insured under the liability insurance policy during the use of the facilities and property.

The School District and its employees, including the Governing Board, Superintendent or Chief Administrative Officer, are immune from civil liability with respect to all decisions made and actions taken to allow the lease or use of school property, unless the School District or its employees are guilty of gross negligence or intentional misconduct. This does not limit any other immunity provisions that are prescribed by law.

The Superintendent shall establish such rules and regulations as are needed to implement this policy as well as to assure the preservation of District property.

The lessee of school facilities must affirm knowledge of and enforce the requirements and restrictions set out in Chapter 28.1 of A.R.S. Title 36 related to medical marijuana.

The lessee of school facilities to be used for athletic activities must confirm knowledge of and compliance with the requirements and restrictions for such use as set out in Board Policy JJIB.

Adopted: October 7, 2016

LEGAL REF.:

A.R.S.

[15-511](#)

[15-1105](#)

[15-1141](#) to [15-1143](#)

[16-411](#)

[36-2801](#) et seq., Arizona Medical Marijuana Act

CROSS REF.:

[A](#) - District Mission and Belief Statement

[AC](#) - Non Discrimination/Equal Opportunity

[EDC](#) - Authorized Use of School-Owned Materials and Equipment

[KFA](#) - Public Conduct on School Property

REASONABLE USE FEE

Arizona law requires the District to charge a reasonable use fee for the lease of school facilities and property. "Reasonable use fee" means an amount that is at least equal to the cost for utilities, services, supplies or personnel provided to the lessee pursuant to the terms of the lease.

A schedule of fees and direct expenses shall be adopted annually. This schedule shall include the following classes of usage:

- Class I. School-related, Student-centered groups that exist for the sole purpose of contributing to the success of our AESD Students such as: Avondale Goodyear Education Foundation, Support Staff of Avondale Schools, Avondale Schools Boosters, Parent Teacher Organizations

- Class II. Youth Athletic Programs, Youth Development Programs that are non-profit organizations as specified by law (must provide IRS 501(c)(3) acceptance letter) and involve a majority of students from the District such as: Youth Baseball/Softball, Soccer, Basketball, Football, Tennis recreational programs, Boy Scouts, Girl Scouts, Cub Scouts, Brownies
- Class III. Groups and organizations that, for the most part, do not involve only students from the District and/or will not likely perform educational functions for District students.
- Class IV. Commercial or for-profit organizations

Any individual, group, or organization presumptively classified as Class II may submit a request for uncompensated use of school facilities, which shall include an explanation of why uncompensated use should be permitted. The Superintendent is authorized to make the final decision on such a request.

B. PROCESSING AND APPROVALS

Potential renters must complete the online registration packet available on the District website and provide associated documentation including a certificate of insurance and proof of non-profit status if applicable.

Requests for rental reservations are then made via email to the Assistant Director of Maintenance at least two (2) weeks in advance of the reservation date.

The Assistant Director of Maintenance shall review the submitted request to ensure availability of the facility and verify the intended use of the facility complies with state statute and Governing Board Policy. School activities shall always be given preference for use of facilities.

The Assistant Director of Maintenance shall notify the applicant of approval, conditions (if any) or denial of approval and reasons.

The applicant will be provided with a projection of costs in advance and asked to sign an acknowledgement of fees. Any cost overruns for services will be billed to the lessee.

C. SCHEDULING

Facility use is scheduled through the District's Operations Department. Reservations will be accepted on a first come-first serve basis and will open for initial bookings on a semi-annual basis (July-December and January through June).

The opening date and time for new semester scheduling will be published in advance and posted on the District Website, Operations Department Page. Any remaining availability will be open for new reservations throughout the semester period.

Reservations for general community use will not be accepted in advance of the initial opening nor will reservations extend beyond the current semester. The district reserves the right to cancel or re-schedule use if it conflicts with a District activity.

II. RENTAL CONTRACT

BETWEEN
Avondale Elementary School District and

Organization's Name

1. PARTIES

The parties to this Contract are Avondale Elementary School District #44, hereinafter referred to as "**DISTRICT**", and _____, a Class _____ organization, hereinafter referred to as "**OCCUPANT**".

2. RECITALS

This agreement is made with reference to the following facts:

2.1 DISTRICT has offered to make available to the occupant the following facility or facilities:

2.2 Occupant agrees to use the facility for only the following purposes:

2.3

OCCUPANT represents that the FACILITY will only be used for the stated purpose

3. USE

When using the FACILITY, or any portion thereof, OCCUPANT agrees to comply with all applicable state, federal or city laws and regulations, and with the policies and regulations of the DISTRICT pertaining to the use and occupancy of the FACILITY. OCCUPANT agrees to take good care of the FACILITY and any equipment and furniture located therein, and to leave the FACILITY at all times in as good order and condition as existed prior to OCCUPANT's use thereof. OCCUPANT shall not use or allow any portion of the FACILITY to be used for any unlawful purpose. OCCUPANT shall not commit or allow to be committed any waste or nuisance in or about the FACILITY, or subject the FACILITY to any use that would damage any portion of the FACILITY or raise or violate any insurance coverage maintained by the DISTRICT. OCCUPANT shall not allow a number of persons in any portion of the FACILITY at any time in excess of the legal or normal capacity of such portion of the FACILITY. OCCUPANT shall not permit any food or drink in any classroom or gymnasium without prior written approval. OCCUPANT shall not permit smoking on school grounds.

4. All returning and prospective facility users will be required to sign a new rental agreement each school year. Event requests will be accepted through email submission only. Event requests should be emailed to the Assistant Director of Maintenance.

For the safety of our students and the security of our facilities, weekday/school day reservations will only be allowed between the hours of 6:00 pm and 9:00 pm. This does not apply to extended break periods for the district such as summer break.

The District may at its sole discretion make dates unavailable for booking to allow for school or district-wide activities and events, school sponsored sports, holidays and breaks and to accommodate district staffing needs.

Cancellations of any reservation must be submitted via email to the Assistant Director of Maintenance no less than two (2) working days in advance of the event to avoid incurring rental charges. No refunds will be issued for partial rental hours should the lessee not stay for the agreed upon rental period. Invoicing will be based on the total number of hours indicated at the time of reservation.

5. TERM OF AGREEMENT

The term of this agreement shall commence on _____, 202____, and end on _____, 202____, at which time OCCUPANT’s rights to use the FACILITY under this Agreement shall automatically expire unless otherwise extended in writing, by the DISTRICT, at its sole discretion.

6. COMPENSATION

OCCUPANT will compensate the DISTRICT upon receipt of invoice for use of the FACILITY. Please make checks payable to “Avondale Elementary School District #44”.

7. INSURANCE

Pursuant to A.R.S. Section 15-1105 et seq., OCCUPANT, agrees to procure, at its expense, and maintain during the term hereof, a policy of general liability insurance, against claims for bodily injury, death and property damage occurring in connection with OCCUPANT’s use of any portion of the FACILITY, which insurance shall retain the minimum limits of \$1,000,000 and include the DISTRICT as an additional insured, certificate holder and be primary and non-contributing to any coverage maintained by the DISTRICT. OCCUPANT shall provide the DISTRICT with a certificate evidencing such insurance coverage is in effect.

The Superintendent shall establish such rules and regulations as are needed to implement this policy as well as to assure the preservation of District property. If damage to the facilities occurs as the result of irresponsibility on the part of the applicant, charges shall be made to cover the amount of the damage.

8. LIABILITY AND INDEMNITY

The School District and its employees, including the Governing Board, Superintendent or Chief Administrative Officer, are immune from civil liability with respect to all decisions made and actions taken to allow the lease or use of school property, unless the School District or its employees are guilty of gross negligence or intentional misconduct. This does not limit any other immunity provisions that are prescribed by law.

OCCUPANT agrees to conduct its activities in the FACILITY in a careful and safe manner. As a material part of the consideration to the DISTRICT, OCCUPANT hereby assumes all risk of damage to and loss or theft of property, and injury or death to persons related to OCCUPANT's use or occupancy of any portion of the FACILITY from any cause whatsoever, and OCCUPANT hereby waives all claims in respect thereof against DISTRICT. OCCUPANT shall indemnify, defend, and save harmless DISTRICT and all of its employees, agents, and representatives from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including any attorney's fees and/or litigation expenses, which may be brought or made against or incurred by DISTRICT, on account of loss or damages to any property and for injuries to or death of any person arising out of any act or omission by OCCUPANT, its employees, agents, representatives, or subcontractors, or arising out of its use of the FACILITY, or arising out of workers' compensation claims or unemployment disability compensation claims of employees of OCCUPANT or out of claims under similar such laws. OCCUPANT's obligation under this Section 8 shall not extend to any liability caused by the sole negligence of DISTRICT, or its employees. Where both DISTRICT and OCCUPANT, including their employees, agents or representatives participated in the liability causing event, each party shall contribute to the common liability a pro rata share based upon its relative degree of fault as established by compromise, arbitration or litigation.

9. ENTIRE CONTRACT

This Agreement embodies the entire contract between OCCUPANT and DISTRICT. The parties shall not be bound by or be liable for any statement or representation of any nature not set forth in this Agreement. Changes of any of the provisions of this Contract shall not be valid unless reduced to writing and signed by both parties.

10. SUSPENSION AND TERMINATION

DISTRICT may, by written notice, direct OCCUPANT to suspend its use of the FACILITY for such period of time as may be determined by DISTRICT to be necessary or desirable. Upon receipt of such termination notice, OCCUPANT shall immediately discontinue use of the FACILITY under this Agreement. Payment for use already completed or in process at the time of the notice of termination is received shall be adjusted between DISTRICT and OCCUPANT in a fair and reasonable manner, but shall exclude any allowance for unperformed use or anticipated profits thereon.

11. WAIVER

The failure of DISTRICT to insist upon strict performance of any of the provisions of this Agreement or to exercise any rights or remedies provided by this Agreement, or OCCUPANT's delay in the exercise of any such rights or remedies shall not release OCCUPANT from any of its responsibilities or obligations imposed by this Agreement and shall not be deemed a waiver of any right of DISTRICT to insist upon strict performance of this Agreement.

12. ASSIGNMENTS AND SUBLETTING

OCCUPANT shall not have the right to assign this Agreement or allow any other person or entity to use or occupy any or all of the FACILITY without the prior written consent of the DISTRICT, which consent may be granted or withheld at the DISTRICT'S sole discretion.

13. DEFAULT

In the event that the OCCUPANT fails to pay any fee or other sum required to be paid by the OCCUPANT hereunder when due, or otherwise fails to comply with or observe any other provisions of this Agreement, in addition to any other remedy that may be available to the DISTRICT by reason of such failure, whether at law or in equity, the DISTRICT may immediately terminate this Agreement and all rights of the OCCUPANT hereunder.

14. CONFLICT OF INTEREST

The parties understand that this Agreement is subject to cancellation pursuant to A.R.S. § 38-511 of the Arizona Revised Statutes, without penalty or further obligation on the part of the DISTRICT, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of the DISTRICT is, at any time while this Agreement or any extension thereof is in effect, an employee or agent of the OCCUPANT, in any capacity, or a consultant to the OCCUPANT, with respect to the subject matter of this Agreement.

15. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Arizona, the courts of which shall have jurisdiction of the subject matter hereof.

16. RELATIONSHIP

The parties agree that neither the OCCUPANT nor any employees or other personnel of the OCCUPANT will for any purpose be considered employees of the District, and with respect to the OCCUPANT and any employees or other personnel of the OCCUPANT, the DISTRICT shall not be responsible in any manner for the supervision, daily direction and control of the OCCUPANT and any of its employees or other personnel or the payment of salary (including withholding income taxes and social security), workers' compensation and disability benefits

for OCCUPANT and any of its employees or other personnel.

17. CLEANING OF FACILITIES

If OCCUPANT is not paying for direct cleaning expenses, OCCUPANT will be responsible for cleaning the FACILITY immediately after each use. Field usage OCCUPANTS are responsible for the removal of any and all debris, including, but not limited to, papers, wrappers, water bottles, etc. OCCUPANT shall also be responsible for emptying all trash containers into dumpsters.

18. PERIODIC PRE AND POST FACILITY USE ASSESSMENTS

Periodic pre and post use facility assessments shall be conducted to assess rental contract conformance and the quality of care being provided to district facilities during rental periods. The District reserves the right to require facility users to pay for District custodial / site supervision for the duration of each facility use.

19. CANCELLATION OF AGREEMENT

DISTRICT or OCCUPANT may, at any time, by written notice, cancel this agreement. Upon receipt of such cancellation notice, OCCUPANT shall immediately discontinue use of the FACILITY under this Agreement. Payment for use already completed or in process at the time of the notice of termination is received shall be adjusted between DISTRICT and OCCUPANT in a fair and reasonable manner, but shall exclude any allowance for unperformed use or anticipated profits thereon.

20. CHANGES TO AGREEMENT

The Superintendent and/or Governing Board may make changes to policies governing this agreement without prior notice. Upon said changes, OCCUPANT will be notified by written notice.

21. AUTHORITY

The individual signing below on behalf of the OCCUPANT hereby represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of the OCCUPANT and that this Agreement is binding upon the OCCUPANT in accordance with its terms.

Exhibit A: TERMS AND CONDITIONS

PUBLIC CONDUCT ON SCHOOL PROPERTY

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of an educational institution by either:
- Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
- Threatening to cause damage to the District, the property of the District, or the property of any person attending the District.
- Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others. Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or a person designated to maintain order.

The above-identified acts need not be directed at a specific individual, the District, or specific property of the District to constitute a violation of this policy.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. 13-2911.

A person may also interfere with or disrupt the District function by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by this Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on District property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.

- Failure to comply with the lawful directions of District officials or of District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowingly violating a District rule or regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the board
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

Additional Requirements of the General Public

The definition of general public is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative.
- Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings.
- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
- The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.

RENTAL TERMS

1. While using the District facility, the Occupant shall adopt and follow safe practices in its operations. The Occupant is expected to cooperate with District personnel to ensure a safe site. The Occupant shall clarify with District personnel all safety and security requirements prior to use of the facilities.
2. All use shall be performed in compliance with all applicable statutes, rules and regulations.
3. All community group activities, including preparations, must be conducted in such a manner that students can continue their educational programs without undue interruption

4. An employee of the District must be on duty whenever a school building is used by an organization or group unless prior approval for other arrangements has been granted.
5. The Occupant shall observe District vehicle parking guidelines.
6. The Occupant shall not allow parking in any areas other than designated parking areas. Parking in Bus loops and Fire lanes is strictly prohibited.
7. The applicant is held responsible for the preservation of order. All children attending or participating in the event or activity must be supervised by responsible adults.
8. Nothing shall be sold, given, exhibited, or displayed for sale without prior permission from the district.. Any sales are prohibited unless the proceeds will be used for charitable or nonprofit educational purposes.
9. The Occupant shall not sell food and beverage products without the appropriate Maricopa County Environmental Services permits and/or prior authorization by the District.
10. Food and Beverages are not permitted in the Gymnasiums. Only bottled water is permitted
11. Any electrical tools, appliances and extension cords used shall be in good condition.
12. All means of access or egress shall be identified and communicated to participants.
13. Occupant shall provide adequate signs and markers to inform participants of rules and to maintain the facility in a safe manner.
14. Occupant shall not serve or use alcohol, tobacco products or narcotic drugs during use of the facility.
15. Occupant shall provide adequate supervisory personnel to ensure that these guidelines are implemented.
16. Occupant shall confirm knowledge of and commitment to comply with the requirements and restrictions for use of facilities for athletic activities (Concussion Protocol) as set out in Board Policy JJIB.
17. Occupant shall comply with all applicable requirements of The Arizona Medical Marijuana Act.
18. Occupant shall have a list of emergency agencies and phone numbers available at all times.
19. Unless waived by the District when use is in conjunction with a District activity, groups must provide the District with documentary evidence of liability insurance of at least one million dollars (\$1,000,000). Each group will be responsible for the repair or replacement of damaged equipment, furniture, or facility.
20. The District reserves the right to require, if it should deem it necessary, a cash bond of five hundred dollars (\$500), or more to cover any damages that might be done to any equipment, furniture or facility
21. The School District and its employees, including the Governing Board, Superintendent or Chief Administrative Officer, are immune from civil liability with respect to all decisions made and actions taken to allow the lease or use of school property, unless the School District or its employees are guilty of gross negligence or intentional misconduct. This does not limit any other immunity provisions that are prescribed by law.
22. When more than one (1) applicant requests the use of a facility for the same time, the applicant filing first shall be given first consideration. If a school program or calendar changes, the school program shall take priority, even if the activity has been scheduled. Every effort will be made to reschedule the activity as conveniently as possible when such cancellation has occurred.

23. Requests for future use may be denied to an organization that fails to comply with the established rules.

“DISTRICT”

“OCCUPANT”

NAME: _____

NAME: _____

SIGNATURE: _____

SIGNATURE: _____

Assistant Director of Maintenance, AESD

Organization: _____

Date: _____

Date: _____

III. RENTER CLASSIFICATIONS AND FEE SCHEDULES

A. CLASSIFICATION OF RENTAL USERS

Class I.

School-related, Student-centered groups that exist for the sole purpose of contributing to the success of our AESD Students such as Avondale-Goodyear Education Foundation, Parent Teacher Student Associations (PTSA), School sponsored clubs and sports.

Facility users are exempt from paying the hourly rate and any substantial direct expenses, such as custodial cleaning, opening & closing of facilities, security, utilities, etc., if the event is held during normal hours of operation during the school year, Monday through Friday 3:00 p.m. to 6:00 p.m..

Any event held outside of normal hours of operation which includes weekends and any time during the winter or summer breaks are subject to all direct expenses, such as open / close & custodial cleaning , security, utilities, etc.

Class II.

1) Youth Athletic Programs, Youth Development Programs that are non-profit organizations as specified by law (must provide IRS 501(c)(3) acceptance letter) and involve a majority of students from the District such as: Youth Baseball / Softball, Soccer, Basketball, Football, Tennis recreational programs, Boy Scouts, Girl Scouts, Cub Scouts, Brownies

Any event held outside of normal hours of operation which includes weekends and any time during the winter or summer breaks are subject to all direct expenses, such as open / close & custodial cleaning (2 hour minimum), utilities, etc.

Class III.

Groups and organizations that for the most part do not involve only students from the District and/or will not likely perform educational functions for District students such as:

Churches, Community Colleges, Homeowner Associations, Cultural Organizations, Civic Organizations, Government Organizations, Service Organizations, Extended Day Resource Organizations, Educational Organizations and similar non-profit organizations.

Class IV.

Commercial or Profit making organizations

Class III & IV organizations will be charged for direct expenses in addition to hourly rates. An estimate of direct expenses will be provided and agreed upon prior to the event.

B. FEE SCHEDULES

Avondale Elementary School District

Class II Hourly Rental Rates		
FACILITY	Hourly Rental	Additional Usage Fees/Hr
Classrooms / General Education Spaces	\$10	\$35.00 (Open-Close, Custodial) Utilities
Cafeteria (no kitchen use)	\$30	\$35.00 (Open-Close, Custodial) Utilities
Gymnasium	\$35	\$35.00 (Open-Close, Custodial) Utilities
Sports Field (w/o lights)	\$10	\$35.00 (Open-Close, Custodial)
Sports Field (w/ lights)	\$30	\$35.00 (Open-Close, Custodial)
Outside Basketball Courts	\$10	\$35.00 (Open-Close, Custodial)
Board Room	\$30	\$35.00 (Open-Close, Custodial) Utilities
Library	\$30	\$35.00 (Open-Close, Custodial) Utilities
Conference Room	\$10	\$35.00 (Open-Close, Custodial) Utilities

Additional Usage Fees:

*AESD Staff Member (open/close, trash & cleaning) \$35 / hour, 2 hour minimum.

Utility rates shall be applied to all usage outside of normal hours of operation. Hours of operation are Monday through Friday 6 am to 6 pm.

*Required

Avondale Elementary School District

Class III Hourly Rental Rates		
Required Usage Fees		
Classrooms / General Education Spaces	\$15	\$35.00 (Open-Close, Custodial) Utilities
Cafeteria (no kitchen use)	\$40	\$35.00 (Open-Close, Custodial) Utilities
Gymnasium	\$55	\$35.00 (Open-Close, Custodial) Utilities
Sports field (w/o lights)	\$15	\$35.00 (Open-Close, Custodial)
Sports field (w/ lights)	\$35	\$35.00 (Open-Close, Custodial)
Outside Basketball Courts	\$15	\$35.00 (Open-Close, Custodial)
Board Room	\$40	\$35.00 (Open-Close, Custodial) Utilities
Library	\$35	\$35.00 (Open-Close, Custodial) Utilities
Conference Room	\$20	\$35.00 (Open-Close, Custodial) Utilities

Additional Usage Fees:

*AESD Staff Member (open/close, trash & cleaning) \$35 / hour, 2 hour minimum.

Utility rates shall be applied to all usage outside of normal hours of operation. Hours of operation are Monday through Friday 6 am to 6 pm.

*Required

Avondale Elementary School District

Class IV Hourly Rental Rates		
Required Usage Fees/Hr		
Classrooms / General Education Spaces	\$25	\$35.00 (Open-Close, Custodial) Utilities
Cafeteria (no kitchen use)	\$55	\$35.00 (Open-Close, Custodial) Utilities
Gymnasium w/ Bleachers	\$75	\$35.00 (Open-Close, Custodial) Utilities
Sports field (w/o lights)	\$35	\$35.00 (Open-Close, Custodial)
Sports field (w/ lights)	\$55	\$35.00 (Open-Close, Custodial)
Outside Basketball Courts	\$35	\$35.00 (Open-Close, Custodial)
Board Room	\$60	\$35.00 (Open-Close, Custodial) Utilities
Library	\$55	\$35.00 (Open-Close, Custodial) Utilities
Conference Room	\$40	\$35.00 (Open-Close, Custodial) Utilities

Additional Usage Fees:

*AESD Staff Member (open/close, trash & cleaning) \$35 / hour, 2 hour minimum.

Utility rates shall be applied to all usage outside of normal hours of operation. Hours of operation are Monday through Friday 6 am to 6 pm.

*Required