



Arizona School for the Arts
A COLLEGE PREPARATORY AND PERFORMING ARTS TRADITION

Facility Use Handbook

Rules | Guidelines | Fee Structure

Fiscal Year 2025-2026

Approved by the Board of Directors – **05/29/2024**

ASA inspires creative thinkers and leaders through providing an innovative concentration in college preparation informed by the performing arts.

1410 North Third Street, Phoenix, AZ 85004
(602) 257-1444 www.goasa.org

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Introduction

Thank you for your interest in using facility space at Arizona School for the Arts (ASA or School). Our School believes public schools are owned and operated by and for its patrons; ideally, schools become an integral part of the community's intellectual and social expression and development. To this end, the ASA Board of Directors encourages the public use of School facilities in accordance with applicable laws and School policies and regulations. The laws, policies, and regulations that govern the use of School facilities are attached in Appendix A.

It is the policy of ASA that our facilities are part of the school and arts community and may be available for use by high-quality youth and professional arts organizations with aligned missions and whenever such use does not conflict with regular school use and activities. ASA believes that a fair and equitable fee schedule should be established that ensures that members of the general school community shall have appropriate access and opportunity to utilize the facilities of the School.

The fee schedule and facilities use policy shall strive to ensure that ASA does not incur any costs or expenses for the community's use or rental of the ASA facilities and/or property. **Further, ASA reserves the right to restrict the use of any facility when it is deemed that such a restriction is in the best interest of the students, staff, and faculty of ASA.**

When ASA decides to make school facilities available to the public, a process for compliance with state statutes needs to be in place. Two important parts of this process, which together constitute a facility use program, include a risk assessment evaluation and an application procedure.

The risk assessment evaluation may include:

- A walkthrough of the facility so that the School and applicant can evaluate potential risks to event attendees or to the school as a result of the event; and
- A pre-use guideline summary designed to communicate the steps that must be taken prior to facility use. These guidelines should alert applicants to their responsibility to maintain a safe environment for their event and protect the school facility.

The terms and conditions of ASA's policy, not this document, will apply to any and all facility use contracts. All rental documents and fee payments are to be returned to ASA for processing by the Facilities Manager.

The purpose of this handbook is to explain the procedures and rules regarding School facility use. If you have any questions, please do not hesitate to contact the School's Facilities Manager at 602.257.1444 or via email at zachary.sheppard@goasa.org

Procedure for Requesting Use

Contact the Facilities Manager

To request the use of School facilities, please email the Facilities Manager at: zachary.sheppard@goasa.org

Complete the Application Form and Attach a Certificate of Insurance

The Facilities Manager will ask you to complete a form, the Application Agreement for Use of Facilities Form (Application Form). Upon completing the form, return it with the Certificate of Liability Insurance to the Facilities Manager. Details regarding the form and the Certificate of Liability Insurance are as follows:

1. Application and Agreement for Use of Facilities Form
 - a. Application and Agreement for Use of Facilities Form (Application Form) is available in the Administration office located at 1410 N. 3rd Street, Phoenix AZ 85004 or online at goasa.org by clicking "[Facility Rental](#)" tile under "[Contact Us](#)".

2. Certificate of Insurance
 - a. State law requires that the school facility user obtains, at their own expense, a general liability insurance policy against claims for bodily injury, death, and property damage occurring in connection with the use of any portion of the facility.
 - b. Said insurance must be maintained for the duration of the facilities use period. It must include Arizona School for the Arts, 1410 N. 3rd Street, Phoenix AZ 85004 as "additional insured" and be primary and non-contributing to any coverage maintained by the School. The insurance must include the following limits:
 - i. Comprehensive general liability insurance with a limit of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage, with a deductible of no more than \$5,000.
 - ii. Bodily injury insurance with a limit of no less than \$1,000,000 per occurrence.

In addition, facility users must maintain such insurance as will fully protect the user group and the School from any and all claims under any Workers' Compensation statute or Unemployment Compensation laws, if applicable.

The Application Form will not be accepted without the required proof of insurance.

Submit the Application Form

The Application Form and the certificate of insurance must be submitted to the Facilities Manager prior to the date of the activity. Failure to do so may cause your application to be delayed or may prevent you from using the facility.

Please be aware that the need for ASA to use its own facility may prevent the School from renting that facility to you. School use of the facility takes precedence over any other use, unless a contract is already signed.

Wait for Approval from the Facilities Manager

After reviewing the submitted paperwork and conferring with the appropriate School personnel regarding your request, the Facilities Manager will notify you of your approval status. If your facility use request is approved, an approved copy of your Application Form will be returned to you. It will reflect the fees you are being charged, based on the current Facility Use Fee Schedule, and it will serve as your invoice for remittance of fees. **Payment is due upon receipt and must be made in advance of facility use.** Fees may be paid via credit card, cashier's check, certified check, money order, or check drawn from an established business organization checking account. Checks must be made payable to **Arizona School for the Arts** and **mailed to: Accounts Receivable, 1410 North Third Street, Phoenix, AZ 85004.** Direct any questions regarding fees to the Facilities Manager at zachary.sheppard@goasa.org

Please note that authorization to use the School facility shall not be construed as School endorsement or approval of the activity, group, or organization, or the purposes they represent.

If, after receiving written approval to use the School you must cancel the scheduled use, it is critical that you notify the Facilities Manager forty-eight (48) hours prior to the start of the scheduled use. Doing so will ensure your refund of any payments you have made to the School for that use. Payment for use already completed or in process at the time of the cancellation notice, will be adjusted between the School and the user in a fair and reasonable manner; however, it will exclude any allowance for unperformed use or anticipated profits thereon.

If the School is used beyond the designated times, or if additional charges are incurred during use, the Facilities Manager will bill you for those charges. Additional fees will be charged if (a) the premises are not vacated within one-half hour after the time stated on the agreement, or (b) the facility must be opened and available more than one-half hour before the stated start time. You agree to pay for any unusual wear, tear, breakage, and damage to the facility and equipment. User groups may be assessed a minimum \$100 clean-up fee if grounds are not properly cleaned after use, as determined by the Facilities Manager.

The School reserves the right to cancel any facility use application or agreement if, upon investigation, the School determines that such use is not in the best interests of the School.

Facilities Use Guidelines

When using the School facility, you agree to abide by applicable laws, School regulations, and the information contained within the ASA Facility Use Handbook. Failure to adhere to these guidelines may result in immediate suspension of the facility use privilege until compliance is attained or permanent suspension if compliance is not attained. By signing the Application Form, you agree that you and your group will adhere to the following requirements:

General Guidelines

1. Require all persons using the facility to confine themselves to the area(s) and parking facilities assigned for your use.
2. Require participants to wear appropriate clothing.
3. Observe School vehicle parking guidelines, and do not allow parking in areas marked with red, which indicates a fire lane. Parking will be allowed in designated areas only.
4. Maintain all use areas in a clean, well-organized manner.
5. Require and provide competent adult supervision for all events and uses of the facility; *Supervisors must be physically present during the event.*
6. Use electrical tools, appliances, and extension cords that are in good condition.
7. Identify all means of access or egress, and communicate said information to participants.
8. Identify areas where travel is not permitted, and inform participants.
9. Inspect the roadway and sidewalks to be used, and keep them clear of obstructions during use. Extension cords are to be taped to the floor to avoid a trip hazard.
10. Use, handle, store, and stack all materials properly.
11. Provide adequate signs and markers to inform participants of rules to maintain the facility in a safe manner.
12. ASA is a Drug-Free School Zone (ARS § 13-3411). It is unlawful for a person to intentionally be present in a drug-free school zone to sell, transfer, possess or use marijuana, manufactured peyote, prescription-only drugs, dangerous drugs or narcotic drugs. "Drug-Free School Zone" means the area within three hundred feet of a school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop or any school bus or bus contracted to transport pupils to any school.
13. Do not consume alcoholic beverages while using the facility, unless prior approval and appropriate permit has been received by the Executive Director.
14. Provide adequate supervisory personnel to ensure that these guidelines are implemented.
15. At all times, maintain a list of emergency agencies and telephone numbers.
16. Provide, upon request, a written program of speakers, plays, amusements, entertainment, and other activities to the Facilities Manager. Any advertising for promotion of the program, such as newspaper releases, posters, flyers, tickets and handbills, must indicate the name of the user group. Advertising for program promotion must be approved by ASA's Development Director prior to distribution. Email development@goasa.org for flyer approval information.
17. No event will be held for the purpose of advancing any theory subversive to the constitutions or laws of the State of Arizona or the United States, or for the purpose of advocating social or political change through violence.
18. Upon completion of the event or activity, remove all debris resulting from use, and return the facility to the state in which it was found.
19. Failure to comply with any Board of Directors policy may result in loss of School facilities use privileges.
20. It is the Lessee's responsibility to secure, if required, a temporary permit from the City of Phoenix.

Use of Building Guidelines

1. Limit the number of occupants to the safe seating capacity of the room or facility used. Observe all Fire and Police Department ordinances pertaining to public assemblies.
2. Allow authorized School personnel access to all buildings, grounds, and facilities at all times.

Equipment Guidelines

1. Equipment used in a facility must follow Consumer Product Safety guidelines and carry the Underwriters Laboratory (UL) sticker. Prior approval for the use of specific equipment must be obtained from the Facilities Manager in accordance with School guidelines. Policy prohibits the use of toaster ovens, toasters, convection ovens, waffle irons, candles, and any open flame items, etc. If the equipment you are using is determined by the Facilities Manager to be a hazard or a safety issue, you will be requested to remove it immediately. If necessary, the School will remove the equipment, and the Facilities Manager will provide a written notice of its removal.
2. No materials or equipment, including lighting, wiring, scenery, decorations, combustible materials, animals, or other items of any unusual nature, may be brought into a School building without prior written approval of the Facilities Manager. In order to avoid interference with the regular school program, the user must remove any such approved apparatus or equipment from the school premises upon termination of the rental period.

Outdoor Grounds and Parking Guidelines

1. Temporary fencing must sit on the ground; it is not to be driven into the dirt, as this may cause breakage to water lines, sprinkler lines, sprinkler system control wires, electrical lines, and/or sanitary lines.
2. User groups are responsible for repairing any ruts caused by bringing vehicles into the Student Courtyard area. In accordance with both Federal and State law, no chemicals or fertilizers of any kind can be used on any School field except by a licensed applicator employed by the School.
3. User groups are responsible for repairing any damages to fences, buildings, etc. that they have caused. If the School repairs the damage, the user group will be billed for the cost of the repairs.
4. Sound System Speakers must be directed away from the adjoining neighborhood. Volume must be maintained at a level that does not disturb neighborhood residents. Use of all sound systems requires School approval prior to use and the School reserves the right to discontinue the use of any sound system.
5. No modifications, either temporary or permanent, are to be made to site grounds without prior submission and approval of the Facilities Manager. Please note that site grounds modifications include removal of topsoil, trenching, grading, excavating, installation of poles, electrical work, temporary or permanent fencing, etc. User groups are to fill potholes with School-approved topsoil only. The State Health Department prohibits the use of fine wiring such as chicken wire, as it is deemed a safety hazard.
6. Parking is restricted to areas that do not interfere with commercial or residential driveways. City of Phoenix ordinances do not permit double-parking or parking in alleyways. Vehicles that are in violation will be ticketed and/or towed by the City of Phoenix. User groups are cautioned that the use of adjacent parking lots not owned by the School require approval from the owner unless otherwise noted by the school.

7. Registration for the user group's events or activities cannot interfere with the educational process during the school day.

Display of Signage Materials by Persons, Groups or Organizations Leasing School Facilities and Property

With the approval of the Executive Director, persons, groups, or organizations leasing School facilities and property are authorized to display signage materials under the following conditions:

1. The display of signage used solely for the purpose of acknowledging and expressing appreciation to sponsors may remain on School facilities for the duration of the extended event or activity. Upon conclusion of the event or activity, all signage or advertising must be removed.
2. The Executive Director may develop regulations to govern signage and advertising on School facilities.
3. All signs and banners displayed on School property MUST be approved by the Executive Director or designee.
4. Parties that wish to display signage on School property must submit copies, pictures, or documentation of the sign/banner in its final form to the Executive Director or designee.
5. This procedure must be completed prior to the beginning of each event or activity; no signs or banners may be displayed on School property until the Executive Director or designee approval has been obtained.
6. Approval of the signs, their locations and how they will be affixed will be communicated to both the requestor and the Facilities Manager.

Facility Use Agreement

By signing the Application and Agreement for Use of Facilities Form you are entering into an agreement with the School. As outlined above, you agree to abide by applicable laws, School policies and regulations, and the contents of the ASA Facility Use Handbook. This section of the Handbook is particularly critical, because it outlines the School's legal responsibilities and those of facility users.

Use

When using the facility or any portion thereof, user agrees to comply with all applicable state, federal or city laws and regulations, and with the policies and regulations of the School pertaining to the use and occupancy of the facility. User 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 user's use thereof. User shall not use or allow any portion of the facility to be used for any unlawful purpose. User 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 School. User 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. User shall not permit any food, drink or smoking in any portion of the facility without the prior written consent of the School.

Insurance

Pursuant to A.R.S. §15-1105 et. seq., user agrees to procure, at its expense, and maintain during the term hereof, and thereafter if and as necessary, a policy of general liability insurance, against claims for bodily injury, death, and property damage occurring in connection with user's use of any portion of the facility, which insurance shall include ASA and its affiliates, agents, representatives, and lender/bondholder as an additional insured and be primary and non-contributing to any coverage maintained by ASA. User shall provide the School with a certificate evidencing that such insurance coverage is in effect. For purposes of this agreement, "occurring in connection with user's use of any portion of the facility" means that the injury, death, or property damage in question occurred because user and its employees, invitees, representatives, and affiliates were present at or used in any manner the facility. As such, this terminology shall be given the broadest reading and interpretation possible by any court of competent jurisdiction.

Liability and Indemnity

User agrees to conduct its activities in the facility in a careful and safe manner. As a material part of the consideration to the School, user hereby assumes all risk of damage to and loss or theft of property, and injury or death to persons related to user's use or occupancy of any portion of the facility or any of its contents from any cause whatsoever – whether in whole or in part - and user hereby waives all claims in respect thereof against ASA. User shall indemnify, defend, and hold harmless the School and all of its employees, agents, and representatives from any and all claims, demands, suits, actions, proceedings, losses, costs, 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 the School, on account of loss or damages to any property and for injury to or death of any person arising out of any act or omission by user, its employees, agents, representatives, or subcontractors, or otherwise arising out of such use of the facility, or arising out of workers' compensation claims or unemployment disability compensation claims of employees of user or out of claims under similar such laws.

Entire Agreement

The School shall not be bound by or be liable for any statement or representation of any nature not set forth outlined in this Handbook. Changes of any of the provisions of this Agreement shall not be valid unless reduced to writing and signed by both parties.

Suspension and Termination

The School may, by written notice, direct user to suspend its use of the facility for such period of time as may be determined by the School to be necessary or desirable. Upon receipt of such termination notice, user shall immediately discontinue use of the facility under the Agreement. Payment for use already completed or in process at the time of the notice of termination is received shall be adjusted as outlined in this Handbook.

Waiver

The School may, by written notice, direct user to suspend its use of the facility for such period of time as may be determined by the School to be necessary or desirable. Upon receipt of such termination notice, user shall immediately discontinue use of the facility under the Agreement. Payment for use already completed or in process at the time of the notice of termination is received shall be adjusted as outlined in this Handbook.

Assignments and Subletting

User 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 School, which consent may be granted or withheld at the School's sole discretion.

Default

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

Arbitration

In the event of a dispute hereunder, the parties agree to use arbitration insofar as required by A.R.S. §12.1518 and §12.133 and rules promulgated thereunder.

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 School, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of the School is, at any time while this Agreement or any extension hereof is in effect, an employee or agent of the user, in any capacity, or a consultant to the user, with respect to the subject matter of this Agreement.

Governing Law

The laws of the State of Arizona shall govern this Agreement, the courts of which state shall have jurisdiction of the subject matter hereof.

Relationship

The parties agree that neither the user nor any employees or other personnel of the user will for any purpose be considered employees of the School, and with respect to the user and any employees or other personnel of the user, the School shall not be responsible in any manner for the supervision, daily direction and control of the user 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 user and any of its employees or other personnel.

User Group Classification

The Facilities Manager will determine the classification of all users upon receipt of their application forms. First priority will be given to Class I users. The complete prioritization of usage is listed below in descending order. **The Facilities Manager reserves the right to negotiate all fees for use as is fit for the requirements of the School.**

1. **Class I – School sponsored groups**

This category of user is exempt from facility rental fees, but subject to all personnel and other out-of-pocket costs incurred by the School. This class includes:

- a. Organizations directly associated with the School that conducts activities for School school-age children. Examples include staff and student groups or clubs, Parent Council, Blockwatch, KidSpace, Community Enrichment classes, etc.
- b. Units, or elected officials, of Federal, State or local government, or local civic groups when conducting community or official business within the School. This includes the Parks & Recreation Department of the City of Phoenix for which reciprocal agreements have been executed.
- c. Groups or School departments conducting staff development, in-service, or other job-related training classes primarily for School personnel, and at the request of a School administrator.

2. **Class II - Non-school sponsored non-profit community activities for school-age children or tax supported institutions or professional arts groups or art-related organizations.**

This category is for non-school sponsored, non-profit service organizations. Class II users are subject to all personnel and other out-of-pocket costs incurred by the School. Equipment rental fees also apply to this category of user. Included in this class are:

1. Youth organizations (i.e., Boys / Girls Clubs, YMCA, Scouts, Campfire, etc.) Rotary, Lions, etc.

Requirements for this class are twofold:

- State tax identification number other than a social security number and
- A copy of Articles of Incorporation indicating a non-profit 501(c)(3) organization.

3. **Class III - Non-school sponsored non-profit community activities for adult and adult / youth groups.**

This category is for non-school-sponsored, non-profit service organizations for adult / youth groups. Class III users are subject to all personnel and other out-of-pocket costs incurred by the School. Equipment rental fees apply to this category of user. Included in this class are:

- a. Churches and religious groups.
- b. Homeowners associations, Community Groups.
- c. National or State educational organizations using School classrooms for instructional purposes.

Requirements for this class are twofold:

- State tax identification number other than a social security number and
- A copy of Articles of Incorporation indicating a non-profit 501(c)(3) organization.

4. Class IV - Non-profit Groups That Do Not Qualify Under Class II or Class III, and All For-Profit Groups.

This category of user is subject to a processing fee and to all personnel costs incurred by the School. Equipment rental fees apply to this category of user. This class includes:

- a. Non-profit groups that do not qualify under Class I, Class II or Class III.
- b. All commercial for-profit individuals and organizations, regardless of the purpose for their use of facilities.

NOTE: *If a Class III or Class IV organization uses a school facility for an activity, the purpose of which is to donate profits or proceeds to the School or a public charity, that organization may be charged the regular Class III or Class IV fees that are reflected on the Facility Use Fee Schedule.*

5. Institutions of Higher Learning

Permits for the use of school facilities will be issued free of charge to institutions of higher learning for the teaching of college level courses, only if the request for such course(s) is made by the School as a phase of in-service training for School employees. For all other such requests, the regular fee schedule remains in effect.

Facility Use Fee Schedule

Holidays

Facilities will be closed and not available for use on the following holidays:

New Year's Day	January 1 st
Dr. Martin Luther King, Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	First Monday in September
Yom Kippur	Varies
Indigenous Peoples Day	Second Monday in October
Veterans Day	November 11 th
Thanksgiving Weekend	Varies
Christmas Eve	December 24 th
Christmas Day	December 25 th
New Year's Eve	December 31 st

| Class I

No charge for School sponsored use.

| Class II

School Sponsored Activities	Teacher Organizations
School Clubs	PTO
Arts Programs	Booster Clubs
Elections Department	Small Schools County Consortium
Community College and University Partners with School	Scouts

| Class III

Community College	Educational Organizations
Community Concerts	Government Organizations

Churches	Service Organizations
Recitals	Cultural Organizations
Arts Programs	Civic Organizations
 Class IV	
Non-profit Groups That Do Not Qualify Under Class II or Class III	All Commercial and For-Profit Groups

2023-2024	Hourly Charge							
	Leasing during scheduled hours of operation				Leasing during other than scheduled hours of operation (Weekends, Holidays, etc.) Includes 20% Utility Fees			
Facility	Class II Youth Non-Profit Org	Class II Non-Profit Org	Class III Commercial/Profit-Making	Class IV Commercial/Profit-Making Special Event	Class II Youth Non-Profit Org	Class II Non-Profit Org	Class III Commercial/Profit-Making	Class IV Commercial/Profit-Making Special Event
Amphitheatre* See below for details	\$56	\$113	\$173	\$209	\$73	\$145	\$208	\$250
Classroom, Specialty	\$33	\$65	\$100	\$114	\$42	\$84	\$120	\$136
Classroom, Standard	\$22	\$44	\$68	\$79	\$29	\$57	\$82	\$95
Parking Lot	\$5	\$10	\$16	\$18	\$7	\$14	\$19	\$22
Courtyard and Field, with Lights	\$17	\$34	\$53	\$61	\$22	\$45	\$64	\$73

- * Technician required with all amphitheatre rentals.
- * Fees for "Other" facilities may be determined by the Executive Director or their designee.
- * Fees include surcharges for operational and custodial supplies, heat, air, electricity, and water charges as appropriate. Additional fees will apply for required sanitation of areas.
- * Weekend rates apply Monday – Sunday during the months of June and July.
- * Multiple rentals of 5 or more uses within the same contract will receive a 20% discount.
- * Annual contracts will receive an additional 10% discount.
- * Lessee may not line athletic fields. Additional service fees will be charged for field preparation.
- * Additional fees for the following equipment and furniture:
 - Outdoor Speakers, Portable Sound Systems, Theatrical Lights, Outdoor Projectors/ Screens, etc.
 - Moving and set-up of additional tables, chairs, etc.

Please Note:

- ASA reserves the right to refuse rental requests.
- ASA reserves the right to cancel or modify Rental Lease Agreements due to community conditions.
- ASA reserves the right to negotiate or amend fees on the basis of community impact to the School.
- A \$25.00 fee will be assessed for all changes to any contract that has already been approved.
- A \$25.00 cancellation fee will be assessed if cancelled within 24 hours of time of rental.

2023-2024	All Employees					
	During Scheduled Hours		Monday-Saturday Overtime		Sunday	
Duty	Hourly Rate	Charges	Hourly Rate	Charges	Hourly Rate	Charges
Maintenance, Grounds, and Safety	\$30	No Minimum	\$35	3-Hour Min = \$105	\$50	3-Hour Min = \$150
		\$30/each		\$35/each		\$50/each
Sound/Lighting Technician and Technology	\$55	No Minimum	\$55	3-Hour Min = \$165	\$55	3-Hour Min = \$165
		\$55/each		\$55/each		\$55/each

Goods and Services Contributed

A person, group, or organization may contribute goods or render services as full or partial payment of the user fee. The value of the goods will be determined by the District based upon established market price, trade-in value, posted prices, or where these methods prove impractical, appraisal or barter may be employed so long as the procedure is advantageous to the District. The value of services rendered shall be based upon the hourly wages of a beginning employee of this or another Arizona school District performing similar functions as determined by the District. Should disagreement between the contributor and the District occur as to the value of the goods or services offered, the District reserves the right to refuse to accept the offer.

Appendix A

ARIZONA REVISED STATUTE 15-1105: LEASE OF SCHOOL PROPERTY; CIVIC CENTER SCHOOL FUND; REVERSION TO SCHOOL PLANT FUND; DEFINITIONS

- A. The Board of Directors, or the superintendent or chief administrative officer with the approval of the Board of Directors, may lease school property, including school buildings, grounds, buses and equipment to any person, group or organization for any lawful purpose, including recreational, educational, political, economic, artistic, moral, scientific, social, religious or other civic or governmental purpose in the interest of the community, including extended day resource programs. The Board of Directors, superintendent or chief administrative officer shall charge a reasonable use fee for the lease of the school property, which fee may include goods contributed or services rendered by the person, group or organization to the school district.
- B. The Board of Directors, or Executive Director, with the approval of the Board of Directors, may permit the uncompensated use of school buildings, grounds, buses, equipment and other school property by any school related group, including student political organizations, or private Arts teachers (at the discretion of ASA) or by any organization whose membership is open to the public and whose activities promote the educational function of the school district as determined in good faith by the school district's Board of Directors, or Executive Director, with the approval of the Board of Directors.
- C. A person, group or organization that is otherwise eligible to lease school property shall not be denied use of or charged differentiated fees for school property on the basis of the person, group or organization's beliefs, expression of beliefs or exercise of the rights of association that are protected under the laws of this state, the Constitution of Arizona, the laws of the United States or the United States Constitution.
- D. The Board of Directors shall approve a fee schedule for the lease of school property. The fee schedule shall include a designation of the persons, groups or organizations that shall have uncompensated use of the school property, and a procedure for determining the value of goods and services being provided as compensation for the use of school property. The Board of Directors, superintendent or chief administrative officer shall require proof of liability insurance for such use or lease of school property.
- E. For the purposes of this section:
 - 1. "Educational function" means uses that are directly related to the educational mission of the school as adopted by the Board of Directors and includes parent-teacher organizations, youth organizations and school employee organizations.
 - 2. "Reasonable use fee" means an amount that is at least equal to the school district's cost for utilities, services, supplies or personnel that the school provides to the lessee pursuant to the terms of the



Arizona School for the Arts

Facility Rental Agreement

Date			
For use of facilities located at: Arizona School for the Arts (ASA) 1410 North Third Street Phoenix, Arizona, 85004 Maricopa Cty Lessor hereby agrees to lease:			
Specific area(s) to be used:			
Lessor Contact			
Lessor Phone #			
Lessee Name			
Lessee Address			
Lessee Contact			
Lessee Phone #			
Location			
Date(s) of Use			
Start Time		End Time	
Equipment Needed			
Rent is payable in advance It is understood that all rates quoted, as well as other conditions stipulated, are part of this agreement. Make check payable to: ASA			
			Total Hours of Use:
			Total Hourly Cost of Facility:

Total Hourly Staffing Costs:	
Total Amount Due:	

**The following terms and conditions apply to the use and rental of all areas:
Please read before signing**

1. The premises are to be used only for the expressed purposes as identified in the application.
2. No smoking or alcoholic beverages are to be allowed.
3. ASA staff must have access to all areas at all times.
4. All properties and equipment are to be accounted for and left in the same condition as they were at the time of use.
5. No lighting, wiring, or scenery is to be changed except by special permission from the Facilities Manager
6. The programming of the Lessee or Organization must generally be understood and approved by ASA at the time the rental application is received.
7. Any advertising for the promotion of the program must indicate the sponsoring agent.
8. ASA reserves the right to refund deposits paid in advance for rental of any facilities should the Facilities Manager decide the usage is not in the best interest of ASA.
9. Liability insurance shall be provided by the renter and evidence of the same (satisfactory to ASA) shall be filed at the time of application. This insurance shall be provided in the minimum limits of \$1,000,000 combined single limit for bodily injuries and property damage. The applicant agrees to name ASA and its affiliates, agents, representatives, and lender/bondholder as an "additional insured" on the applicant's liability policy as respects the use of ASA property.
10. Applicant agrees to comply with all federal, state, and municipal laws, rules, ordinances, regulations, and orders with respect to the use and occupancy thereof.
11. Applicant, during the term of this permit, covenants and agrees to indemnify and hold harmless ASA from each and every loss, cost, damage, and expense arising out of any accident or other occurrence causing injury to or death of persons or damage to property due to the conditions of the rented premises or the use or neglect thereof by the renter.
12. Renter agrees that it will pay for any unusual wear, tear, breakage, and damage to the facility occurring from the use of the facility or equipment. Should the facility or equipment be damaged, the renter agrees to reimburse ASA, within thirty (30) days for the full cost of repair or replacement. The renter agrees to provide any necessary security and / or maintenance personnel as required by ASA.
13. This agreement is accepted upon the foregoing terms and conditions. Please sign and return all copies to the Facilities Manager. NOTE: THIS AGREEMENT IS NOT VALID AND FACILITIES WILL NOT BE MADE AVAILABLE UNTIL SIGNED BY THE Facilities Manager AND ALL REQUIRED DOCUMENTS (LISTED ON NEXT PAGE) HAVE BEEN RECEIVED.

Terms and Conditions Agreed to by:			
Lessor	Arizona School for the Arts	Lessee	
Agent Name		Agent Name	
Agent Title		Agent Title	
Signature		Signature	

Date		Date	
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Required Documents

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH YOUR SIGNED RENTAL AGREEMENT. NO RENTAL AGREEMENT SHALL BE IN FORCE WITHOUT ASA'S FACILITIES MANAGER RECEIVING THE DOCUMENTS LISTED BELOW.

1. Certificate of Insurance (COI) from your insurance carrier.
2. 501c(3) Documentation as proof of non-profit status.
3. IVP Fingerprint Cards for all adults from your organization who will be on site during school hours (M-F 7:10am-4:30pm) or working with students on campus.