



# Use of Facility Request Form

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## **Terms of Agreement for Use of Blue Ridge Unified School Districts Facilities**

**Note:** This agreement is subject to change based on the needs of the Blue Ridge Unified School Districts Activities. Blue Ridge Unified School District reserves the right to **cancel** (with refund) or move the dates if it interferes with school activities.

The organization/lessee agrees to abide by ALL the District rules and regulations governing the use of school facilities and hereby acknowledges a copy of **"Blue Ridge Unified School District's User Guide"**. Lessee agrees to return the facilities to the district in as good or better condition as it was received. Arizona Revised Statutes state that school facilities are in a **ZERO TOLERANCE ZONE**, which prohibits smoking, drinking of alcoholic beverages, drugs and firearms on school district property which includes all sidewalks and easements.

As per Governing Board Policy KF, the cost for the use of this facility will be based upon the classification of the user/organization, the facilities and time used. The Lessee agrees to the cost of the facility listed on page one of this form. The user will be billed for the above stated costs prior to the event and all fees must be paid 10 days before the event occurs. Unpaid fees/invoices will begin accruing interest monthly until paid. Any organization with unpaid fees and invoices will not be allowed to use the facilities in the future until all fees/invoices are paid in full. Insufficient fund returns will be subject to additional charges incurred and any collection fees obtained.

Any damages that occur to Blue Ridge Unified School's facilities while being used by the organization or lessee, such damages /repairs shall be paid for by the using organization/lessee.

## **Use of Facility Key Agreement**

ARIZONA REVISED STATUTE 13-3715 provides that any person who, for oneself or for another misuse a key to any building or other area owned by, operated or controlled by the district without prior, written authorization from the Governing Board/Superintendent or Authorized representative is guilty of a class 3 misdemeanor. Misuse of such a key in this regard includes: **Manufacturing or duplicating keys, unauthorized possession of district keys, using a district key for any facility other than what is authorized for, loaning or permitting the use of a district key while in your authorized possession.**

All keys are to be returned the following working day after the event. There will be a lost or broken key charge of \$50.00 per key.

## **User/Lessee Insurance Requirements**

*The using organization/lessee shall provide documentation of **Liability Insurance** of (1,000,000.00) and **Property Damage Insurance** of (100,000.00) listing **Blue Ridge Unified School District** as an additional or coinsured. This documentation must be provided 5 days prior to the use of facilities. Without proof of insurance, the organization will not be allowed to use the facility.*

I, the undersigned hereby acknowledge that I have read and understand the District's Facility Agreement Policy.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_