



SITE FACILITY REQUEST

2238 E Ginter Road, Tucson, AZ 85706
(520) 545-2000

Effective 7-1-19:
Rental and/or Energy fees (if applicable) must be paid prior to event.

(Completion & submittal to the site administrator no less than 21 days prior to date of use)

All requesters must complete each area below:

Name of Organization: (required Certificate of Insurance must match organization name)		Date of Request:	
Authorized Representative (please print name): (Signature required on page 2)		Title of Authorized Representative:	
Contact Number:		Fax No:	
Mailing Address (including city, state and zip code):			
Email Address:		Select One: For Profit <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> 501-C3 <input type="checkbox"/>	
Name and address of specific site/location being requested:		Indicate specific area/room number:	
Name of Event:		Number of anticipated participants:	
Date(s) being requested:			
Beginning time of event:		Ending time of event:	
Are you requesting internet access?		Are you requesting technical support?	
Is your organization currently under a Memorandum Of Understanding, Inter-Governmental Agreement or Agreement with SUSD?		If so, expiration date:	

Sunnyside School District Clubs/Athletic Groups must also complete the questionnaire below:

Fundraiser – circle one: YES <input type="checkbox"/> NO <input type="checkbox"/>		Percentage of SUSD students attending:	
Who will benefit financially from event?		How will it benefit students?	
Average attendance of participants/attendees per day:		Is your organization charging admission to the event? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Is your organization charging a fee to individuals to belong to your organization? If yes, what is the purpose of the fee?			
Will the district incur any costs? If yes, why?		Estimated gross receipts:	

CONFLICT OF INTEREST:

The parties understand the Use of Facility Request is subject to cancellation pursuant to section 38-511 of Arizona Revised Statutes, without penalty or further obligation on the part of the district if a district employee is significantly involved in initiating, negotiating, securing, drafting, or creating this document, or has substantial interest in the contract, sale, purchase of services.

FACILITY USE GUIDELINES

1. Use shall be conducted in compliance with applicable statutes, rules, regulations, and school district policies.
2. The OCCUPANT shall observe district vehicle parking guidelines and shall not allow any parking on curbing, facility grounds, or areas marked with red, indicating a fire lane.
3. The occupant shall maintain facility areas in a clean, well-organized manner.
4. If playground equipment is used, the occupant must provide adult supervision of a least one adult for every 20 children using equipment.
5. The occupant shall maintain a list of emergency agencies and phone numbers at all times.
6. No smoking is allowed in school buildings or grounds as per fire code and state and District adopted policy.
7. No alcoholic beverages as per state and District adopted policy.
8. Administrators and/or custodians should have access to all facilities at all times.
9. All properties are to be accounted for and left in the same condition in which they were received. Property of lessee must be removed from District premises immediately after usage, unless prior arrangements have been approved.
10. Sunnyside Unified School District reserves the right to cancel the use of facilities on (date(s) specified herein and refund payment for usage according to the best interests of the District as determined by the Governing Board. Notification of lessee in such case may be made at any time prior to agreed usage by any of the following means: telephone, messenger, in writing addressed to responsible party or by insertion of notification in Tucson daily newspaper.
11. Advertising for programs held in school facilities must indicate the sponsoring organization or group.
12. Organizations and agencies who use District facilities shall name the District as an additional insured with a minimum limit of \$1,000,000 bodily injury/property damage combined. The lessee agrees in all circumstances to indemnify and save harmless the District (including Board members and all employees) from any claim or loss by reason of the lessee's use or misuse of the leased premises and from any claim or loss by reason of any accident or damage to any person or property happening on said premises.
13. The individual signing on behalf of OCCUPANT hereby represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of OCCUPANT and that this Agreement is binding upon OCCUPANT in accordance with its express terms.
14. The parties understand that this Agreement is subject to cancellation pursuant to Section 38-511 of 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 hereof is in effect, an employee or agent of OCCUPANT, in any capacity, or a consultant to OCCUPANT, with respect to the subject matter of this Agreement.
15. Occupant shall provide adequate supervisory personnel to ensure that the foregoing rules are implemented and followed during facility use.

** By signing below you are acknowledging that rental and/or energy fee (if applicable) must be paid prior to event.

Signature of Authorized Representative: _____

requests will be processed for current fiscal year only

Action of site administrator:

Request approved Request denied: Reason:

Number of security personnel needed: _____ Number of custodial personnel needed: _____

Site administrator's signature: _____

Date of signature: _____

FOR DISTRICT ADMINISTRATIVE USE ONLY

Category Type: Waiver Community Commercial

Date submitted for Governing Board approval (if applicable):

Request approved Request denied: Reason: