



# TABLE OF CONTENTS

I. Introduction.....	1
II. Procedure for Requesting Use.....	1-5
III. Facilities Use Agreement.....	5-7
IV. Facility Use Guidelines .....	7122 0.125 RG

## **I. Introduction**

Thank you for your interest in using a Washington Elementary School District facility. Our District believes that public schools are owned and operated by and for its patrons; ideally, intellectual and social expression and development. To this end, the Governing Board encourages the public use of school facilities in accordance with applicable laws and District policies/regulations. The laws, policies, and regulations that govern the use of District facilities are included in Appendix A.

The purpose of this handbook is to explain the procedures and rules regarding District facility use. If you have any questions, please do not hesitate to contact -347-2682.

## **II. Procedure for Requesting to Use a District Facility**

### **A. Apply Online**

To request use of a specific school or department building, please apply online at [wesdschools.org](http://wesdschools.org); Community icon; Facility Use; click on the Application and Agreement and complete form or call the se Coordinator, at 602-347-2682 with any questions you may have.

#### **1. [Facility Use Application](#)**

Complete the application at least two (2) weeks prior to the date of the activity. Failure to do so may cause your application to be delayed or may prevent you from using a facility. Please be aware that the need for a WESD school or department to use its





entering into an agreement with the District, as outlined above, you agree to abide by applicable laws, District policies and regulations, and the contents of the WESD Facility Use Handbook. This section of the

responsibilities and those of facility users.

**A. 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 District pertaining to the use and occupancy of the facility. 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 District.

**B. School Safety**

The WESD appreciates and relies on the support of its neighbors to help protect its students, staff and facilities. In the event of an emergency, please call 911. To report safety and/or security issues such as vandalism and trespassing on school campuses, water main breaks and/or other nonlife-threatening emergencies, please call 602-430-0541. This number is accessible 24 hours a day, seven days a week. **PLEASE NOTE: If you have facility concerns during your use and the school custodian is not available to you, please call WESD Security at 602-430-0541.**

**C. Concussion Requirements - AZ STATE LAW ON CONCUSSIONS**

Each organization must provide guidelines, information and forms to inform and educate coaches, pupils, and parents of the dangers of concussions and head injuries and the risks of continued participation in athletic activity after a concussion.

Before a student participates in an athletic activity, the student, the

educate the participants of the danger of concussions, head injuries, and the risk of continued participation in an athletic activity after a concussion.

All groups or organizations that request use of District-owned or operated property or facilities shall program is and shall continue to be compliant with A.R.S. 15-341 15-802.01. The official statement of compliance is listed on the WESD Application and Agreement for Use of Facilities LEGAL REF.: A.R.S. 15-341 15-802.01 For more information please visit: <http://www.cdc.gov/concussion/ HeadsUp/youth.html>

**D. Entire Agreement**

The District 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.

**E. Suspension and Termination**

The District mayPLEASE NOTE2.137 0.122 0.125 rg0.137 0.122 0.125 RG(T)30

time the notice of termination is received shall be adjusted as outlined.

**F. 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 prov





12. Inspect the roadway and sidewalks to be used, and keep them clear of obstructions during use.
13. Use, handle, store, and stack all materials properly.
14. Provide adequate signs and markers to inform participants of rules and to maintain the facility in a safe manner.
15. Provide a written program of speakers, plays, amusements, entertainment, or other activities to the Site Administrator. 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 the Communications Department of the Washington Elementary School District prior to distribution. Call 602-347-2893 for flyer approval information. Users must notify the facility use coordinator if there is anticipated media coverage for the event.
16. No event will be held for the purpose of adv

Health Code, 2009 F.D.A. Food code Regulations, all local jurisdictional codes, and obtaining any permits or variances if required. Failure to comply with all requirements listed could result in legal action against your establishment or organization.

\*All events require a WESD Facility Usage Application form.

**Regulations for organizations hosting events at WESD facilities:**

1. **School Kitchen Usage-** Organizations must complete a WESD facility Usage Form and [Kitchen Usage Form](#) for use of a

staffed for the duration of time that the food is prepared, served, and equipment cleaned. See Appendix B.

All food must be prepared and cooked in the kitchen.

All food service equipment must be washed, rinsed and sanitized.

Food that is prepared, cooked and covered/protected may be taken

Vendor is required to have permit available day of event. Volunteers would be able to assist the vendor as long as an employee of the vendor is present at all times during food preparation and selling.

Contact the WESD Facility Use Coordinator at 602-347-2682 for Food Truck policies.

**4. Food Trucks ONLY for PTO/PTA-sponsored Events-**

Qualified PTO/PTA: The WESD PTO/PTA must be active and have a current Certificate of Liability Insurance policy with WESD listed as Additional Insured on file with the WESD Facility Use Coordinator.

Non-refrigerated items only.

Acceptable items: cookies, brownies, fruit pies, cupcakes, dessert bars. All items would need to be packaged for individual sale or sale as a whole cake or pie.

6. **Limited Concession Stands- No Potentially Hazardous Food Served-** Groups or organizations would not be required to obtain a permit to set up a temporary concession stand on campus.

Only commercially individually prepackaged food or drink that is not potentially hazardous may be used. Examples would be: individually prepackaged chips, pretzels, cookies, candy, nuts, seeds, popsicles, frozen juice bars, ICEE, bottled water and canned soda.

**NO** dairy or protein products that require refrigeration or freezer are permitted. Example: no milk or ice cream bars.

7. **Apply for Special Event Food Service Permit-** A group or organization may apply for their own Special Event Food Service Permit, if it is a qualified event, through Maricopa county

dates will be determined and communicated by the Facility Use Coordinator.

3. Field lights are the responsibility of the District. The user group may be invoiced for any upgrades or repairs made to damaged lights and/or electrical panels. All upgrades or repairs made to field lights by users will require approval from the District prior to any work scheduled. If field lights become a liability to the District, they will be removed and/or disconnected by the District in order to ensure safety. Groups may be required to place a deposit for field lights each season that will be applied to the light bill. Any additional charges will be invoiced and due upon receipt.
4. Snack Shacks must be upgraded to City code, and they must be connected to their own power and water supply. Each group must obtain a permit from the Department of Health Services, including a food handling license. The District will require each group to submit a copy of their Snack Shack Department of Health Services permit prior to the beginning of each season.
5. Bleacher maintenance is the responsibility of the user groups. They must be kept in good shape with no sharp edges, splinters, or metal surfaces that may get hot and cause burns. Plastisteal

12. any sound system.



privilege of using our school facilities.

The renter hereby assures the Washington Elementary School District that the organization:

- Has included a photograph of the banner(s) along with this request.

- Has a current Facility Use approval for the use of a WESD facility.

- Has current Certificate of Liability Insurance on file with the WESD



District a percentage of enrollment fees collected- as noted on the WESD Enrichment Vendor Agreement.

2. Units, or elected officials, of Federal, State or local government or local civic groups when conducting community or official business within the District. This includes the City of Phoenix Parks & Recreation department



Fee Per Hour for Each Organization Class				
Outdoor Facility	Class 1	Class II	Class III	Class IV
	N/C	\$-	\$-	

## **APPENDIX A**

### **KF © (GOVERNING BOARD POLICY):**

#### **COMMUNITY USE OF SCHOOL FACILITIES**

Leasing (renting) 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 included but are not limited to the following: recreational; scientific; educational; social; political; religious; economic; other civic; artistic; oral; or governmental.

A reasonable use fee shall be charged for the lease of school facilities and property and this fee may be offset by foods contributed or services rendered by

cost for utilities, services, supplies or personnel provided to the lessee pursuant to the term of the lease. Proof of liability insurance shall be required for the use or lease of school property pursuant to A.R.S. 15-1105.

Adopted: September 23, 2004

### **KFA © (GOVERNING BOARD POLICY) PUBLIC CONDUCT ON SCHOOL**

#### **PROPERTY Liquor, Alcohol and Narcotic Drugs are prohibited at schools**

and school related areas. The possession of, influence of, or any use of liquor, alcohol, narcotic, illegal drugs or medical marijuana on District property, at a District event, or in a District vehicle is prohibited in the following locations: school grounds, school buildings, school parking lots, school playing fields, school buses and other District vehicles, and off campus school-sponsored events.

### **IMG © (GOVERNING BOARD POLICY) ANIMALS IN SCHOOLS**

The Superintendent may establish procedures for appropriately and humanely bringing live animals into a classroom. Such procedures shall forbid the transporting of live animals on school buses. Seeing-eye and service dogs are permitted on school buses and in classrooms to perform the functions for which they are trained. A dog's laminated identification card may be requested for verification.

**Per Arizona Revised Statutes 36-798.03 and WESD Policy: Tobacco products are prohibited at schools KFAA ©  
**SMOKING****

political, economic, artistic, moral, scientific, social, religious,

district governing board and includes parent-teacher organizations, youth organizations and school employee organizations.

2.

