

# CATALINA FOOTHILLS SCHOOL DISTRICT

## REQUEST TO USE FACILITIES

Please allow THREE weeks for approval of this request.

Organization Requesting Facility: \_\_\_\_\_ NON-PROFIT  Yes  No

Title / Description of Event: \_\_\_\_\_

Date(s) of use: \_\_\_\_\_ Attendance: \_\_\_\_\_

Event Time: \_\_\_\_\_ Arrival time: \_\_\_\_\_ Departing time: \_\_\_\_\_

Responsible Party / Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Facility Site Requested:  CFHS  OG  EC  CV  VV  SDS  MZ

Room Requested:  Music Hall\* / MPR  Gym\*  Cafeteria\*  Classroom \_\_\_\_\_

Seminar Room \_\_\_\_\_  Fields \_\_\_\_\_  Other \_\_\_\_\_

**\*ADVANCED SERVICES required for HS Music Hall, HS Gym, HS Cafeteria & HS Stadium Field use.**

**BASIC SERVICES-** Includes Custodial services, unlocking of entry doors, pre-event cleaning, chair and table set-up, On and Off Lights ONLY, post-event cleaning and post-event locking of doors. Please note that set up of chairs will incur an additional fee of \$10.00 per 100 chairs.

Utility charges: Start up required? Yes or No Hourly cost \_\_\_\_\_ # of custodial hours needed: \_\_\_\_\_

**\*ADVANCED SERVICES-** Includes **Basic Services** plus Facility Event Manager. Facility Event Manager has the ability to set up additional microphones, change the lighting and other services – please contact for more information (520-209-8326). *Facility Event Manager to be charged at \$30/hr.*

### Please Detail All Area Set Up Information On Additional Sheet

- Facility use fee and certificate of insurance (minimum of \$1,000,000 liability coverage) must accompany this request in order to process reservation. If facility is being requested for regular meetings throughout the year, payment may be made in advance quarterly, via check payable to CFSD, 2101 E. River Rd. Tucson, AZ 85718.
- I have read and understand and agree to comply with Governing Board policy on use of the facilities, which policy is hereby made part of this contract. I understand that this contract is not binding until approved by the Governing Board or its designee.

**\*The facility being rented reserves the right to determine personnel needs related to the event being held, which may include additional custodial, security, or other supervisory staff.**

Signature of Responsible Person \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director Approval (for use of fields/gym) \_\_\_\_\_ Date \_\_\_\_\_

Facility Rental Manager Approval \_\_\_\_\_ Date \_\_\_\_\_

School Board Designee Approval \_\_\_\_\_ Date \_\_\_\_\_

#### Office Use Only

Sent for Approval by: \_\_\_\_\_ Date: \_\_\_\_\_ Person notified/date: \_\_\_\_\_

Proof of Insurance on File

Date Entered \_\_\_\_\_ Copies to:  Custodial  Security  Facility Mgr  Requestor  School Sec'y

Additional detailed needs (check all that apply):

Custodial

Lights

Restrooms (additional fee for outdoor rentals only)

Technical director

Light board operator

Sound engineer

Stage hand

Choir risers

Gaffer tape

Grand piano

Overhead projector

Public address system

Chairs                      Quantity: \_\_\_\_\_

Tables                        Quantity: \_\_\_\_\_

Other \_\_\_\_\_

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