



REQUEST FOR USE OF CENTRAL CAMPUS FACILITIES

Western Arizona Vocational Education District #50

1540 Palo Verde Boulevard South
Lake Havasu City, AZ 86403
(928) 453-7017

Requestor (organization or individual) _____

Purpose (name of program or event) _____

Date and hours requested _____

This request shall be submitted at least two (2) weeks prior to the requested date(s).

Choose room usage:

- Culinary classroom
- Culinary classroom with kitchen
- Business classroom
- Conference Room

The room will be available 30 minutes before/after your event for set-up and clean-up. The room must be returned to the exact configuration the school has in place. A \$25 per hour custodial fee may apply.

Your group (will) (will not) be an admission charge. The admission will be \$_____ for adults and \$_____ for children. The proceeds will be used for:

Please provide two (2) contacts for this event:

Name

Name

Phone

Phone

Email

Email

We agree to become familiar with and abide by the printed rules and regulations of the District concerning the public use of District facilities and conduct on District grounds.

Signatures and titles of requestor organization representatives (2)

Signature/Title

Signature/Title

Facility	Hourly Rate			Daily Rate* (Assumes a standard 8-hour day)		
	Class I	Class II	Class III	Class I	Class II	Class III
Classroom with kitchen (Capacity: 60-64)	\$12	\$24	\$60	\$48	\$96	\$240
Culinary classroom only (Capacity: 60-64)	\$10	\$15	\$20	\$30	\$40	\$60
Business classroom only (Capacity: 32)	\$10	\$15	\$20	\$30	\$40	\$60
Conference Room (Capacity: 6-8)	\$10	\$15	\$20	\$30	\$40	\$60

No Charge: School or district-sponsored activities.

Class I: Student-related educational groups.

Class II: Other non-profit service organizations

Class III: Activities sponsored by commercial or for-profit groups

Please attach payment to this Request. The rental fee includes custodial, utility costs, and equipment usage fee, if applicable. Additional fees may apply. Special equipment needed:

- Technology equipment Public address system Kitchen equipment
 - May require equipment orientation prior to event. -

Make check payable to:
 Western Arizona Vocational Education
 District #50

Remit to:
 PO Box 7000
 Kingman, AZ 86402

It is understood that all rates quoted, as well as other conditions stipulated, are a part of this agreement and that **proof of liability insurance is required**. Smoking is prohibited at all times. The use, consumption and sale of alcohol is also prohibited.

FOR DISTRICT USE ONLY

_____ Initial

Base use fee \$ _____

Additional charges..... \$ _____

TOTAL..... \$ _____

Key issued to: _____

Classification of user (circle one) I II III

Application has been: Approved NOT Approved (reason: _____)

_____ Date

_____ Superintendent

Western Arizona Vocational Education District #50

**COMMUNITY USE OF FACILITIES
FEE SCHEDULE -- FISCAL YEAR 2017-2018**

Facility	Hourly Rate			Daily Rate* (Assumes a standard 8-hour day)		
	Class I	Class II	Class III	Class I	Class II	Class III
Classroom with kitchen	\$12	\$24	\$60	\$48	\$96	\$240
Classroom only	\$10	\$15	\$20	\$30	\$40	\$60
Conference Room	\$10	\$15	\$20	\$30	\$40	\$60

Use fees may be offset by goods contributed or services rendered by the lessee. Valuation of goods and services being provided as compensation for the use of school property must be determined in advance and approved by Building Administrator and District Business Manager.

Smoking is prohibited at all times. The use, consumption and sale of alcohol is also prohibited.

NO CHARGE: School- or District-Sponsored Activities

- WAVE #50-sponsored activities for students
- School-sanctioned parent/teacher volunteer organizations promoting educational mission of WAVE
- School-related groups and organizations (Booster Clubs)
- In-service, job-related training for WAVE personnel
- City and County Activities covered by Intergovernmental Agreement
- Training and safety classes offered by local police and fire departments
- Non-profit organizations sponsoring activities for WAVE students (Scouts, 4H, Good News Club)

CLASS I: Student Related Educational Groups

Classes offered by State or County colleges, universities, charter and technical schools

CLASS II: Other non-profit service organization activities

- City and County activities not covered by Intergovernmental Agreement Service clubs
- Church groups and religious organizations
- Productions, performances and conferences offered by colleges, universities and technical schools State and Federal agencies.

CLASS III: Activities sponsored by commercial or profit making groups

An employee of the District must be on duty whenever a school building is used by an organization or group, unless prior approval for other arrangements has been granted, or an IGA Partner is in the group.

Payment for any fees should be made in advance, unless prior arrangements are made with the Central Campus Director. A security deposit may be required.

A.R.S. 15-1105(A)

The governing board, or the superintendent or chief administrative officer with the approval of the governing board, may lease school property, including school buildings. The governing board, 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...

A.R.S. 15-1105(8)

The governing board, or the superintendent or chief administrative officer with the approval of the governing board, may permit the uncompensated use of school buildings by any school related group, including student political organizations 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 governing board, or the superintendent or chief administrative officer with the approval of the governing board, including extended day resource programs...

A.R.S. 15-1105(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...

A.R.S. 15-1105(F)

For the purposes of this section:

"Educational function" means uses that are directly related to the educational mission of the school district as adopted by the school district governing board and includes parent-teacher organizations, youth organizations and school employee organizations.

"Extended day resource programs" means activities offered on school property before or after school or at times when school is not customarily in session for children who are of the age required for kindergarten programs and grades one through eight. Activities may include physical conditioning, tutoring, and supervised homework or arts activities.

"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 district provides to the lessee pursuant to the terms of the lease.

Public Conduct on Joint District Property

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of an educational institution be either:
 - Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
 - Threatening to cause damage to the Joint District, the property of the Joint District, or the property of any person attending the Joint District.
- Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Joint District Superintendent or a person designated to maintain order.

The above identified acts need not be directed at a specific individual, the Joint District, or specific property of the Joint District to constitute a violation of this policy.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. 13-2911.

A person may also interfere with or disrupt the Joint District function by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by this Joint Governing Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the Joint District or at supervised functions sponsored by the Joint District.
- Forceful or unauthorized entry to or occupation of Joint District facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on Joint District property or at Joint District-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of Joint District officials or of Joint District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a Joint District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Joint Governing Board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the Joint District Superintendent.

Additional Requirements of the General Public

The definition of general public is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- No person shall visit or audit a classroom or other Joint District activity, nor shall any person come upon or remain upon Joint District premises, without approval by the Joint District Superintendent or the Joint District Superintendent's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Joint District Superintendent or the Joint District Superintendent's authorized representative.
- Any member of the general public considered by the Joint District Superintendent, or a person authorized by the Joint District Superintendent, to be in violation of these rules shall be instructed to leave the property of the Joint District. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
- The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.