

TEMPE DISTRICT #3
COMMUNITY USE OF SCHOOL FACILITIES APPLICATION FORM
(Request must be filed two (2) weeks prior to use and accompanied by a \$15 application processing fee for categories II, IV)

ORGANIZATION/GROUP NAME _____
CONTACT PERSON _____
ADDRESS _____
CITY/ZIP _____ **PHONE** _____

PURPOSE FOR USE OF FACILITY _____

NUMBER OF PEOPLE ATTENDING _____
ADMISSION CHARGE: Yes No **IF YES, FOR WHAT PURPOSE?** _____

SCHOOL/FACILITY BEING REQUESTED _____

ROOM(S) REQUESTED _____ **DATE(S) REQUESTED** _____

TIME(S) REQUESTED _____ **KITCHEN NEEDED:** Yes No
IF YES, HOURS NEEDED FOR NUTRITIONAL HELPER _____

ROOM ARRANGEMENTS AND/OR COMMENTS _____

- A copy of a Certificate of Insurance naming Tempe School District #3 as additional insured must be on file in the district prior to approval for facilities use.
- Category II must show proof of non-profit status.
- The organization/group requesting facilities use shall submit a damage deposit of \$250 prior to occupancy. Deposit is refundable if no damage occurs. (Applies to categories II, III and IV)
- Forty-eight (48) business hours notice is required for cancellation of the agreement. Notice should be made to the school/facility of intended occupancy. Failure to provide forty-eight (48) hours notice will result in a \$25.00 penalty per use.
- The rental fees will be assigned based on Tempe School District #3's Use of District Facilities categories.
- All fees become due and payable upon receipt of invoice.

Signature of the user's representative: _____

Name of organization: _____

Signature of the district representative: _____

For district use only:

Base charge of facility to be used	\$ _____
Additional charges	\$ _____
Total	\$ _____

Classification of use (circle one): I II III IV

Copy forwarded to the following: Finance, FMFL, School or Facility, User