

Facility Use Process Information Sheet

- Complete the Community Use of School Facilities Form
- Certificate of Insurance (\$1 million) naming Tempe School District #3 as additional insured must be on file with the district prior to approval of the facility use
- Proof on non-profit status (category II)
- A \$15 application-processing fee is due when the application is submitted (applicable for categories II and IV)
- A \$250 damage deposit is due when the application is submitted (applicable for categories II, III and IV)
- Signature of the requesting user is required
- Principal's signature is required
- Category I organizations are subject to fees as outlined on the Summary of Fees for Facility Use
- Completed forms should be submitted to the school/facility being requested
- For questions regarding the facility use process please contact the Department of School Leadership at 730-7292.