



**BUILDING USE FORM FOR LEARNING CENTER PUBLIC SCHOOLS
SAN TAN LEARNING CENTER CAMPUS**

Today's Date: _____

This form must be submitted to the San Tan Learning Center offices no later than 14 days prior to the requested date.

Email or Mail to: Campus Administration [admin@santanlc.com]
San Tan Learning Center
1475 S. Higley Road
Gilbert, AZ 85296

Name of Organization: _____

Name of Responsible Party: _____ Best Phone Number: _____

Address: _____

Email Address: _____

Request permission for the use of the following area(s) and/or classroom(s):

1. _____ 2. _____ 3. _____

On the following dates: _____ from the hours of: _____

for the purpose of: _____

Furnishings needed: Yes _____ No _____ If yes, be specific _____

Number expected to attend: _____

Please check and complete appropriate statement:

____ A. There will be no admission or participation charge.

____ B. There will be an admission or participation charge of \$ _____ per attendee.

I HAVE READ AND UNDERSTAND THE BUILDING USE POLICY ON THE REVERSE SIDE OF THIS FORM AND ACCEPT RESPONSIBILITY FOR MEETING THE POLICY REQUIREMENTS, INCLUDING BILLING OBLIGATIONS, IF THE REQUESTED BUILDING USE IS GRANTED.

Signature of Authorized Organization Title Date

SAN TAN LEARNING CENTER WILL NOT BE HELD RESPONSIBLE FOR ANY ARTICLES LOST, STOLEN OR ANY PERSONAL INJURY.

Date Received: _____ Date Answered: _____

Denied or Approved by District: _____

RULES AND REGULATIONS FOR THE USE OF SAN TAN LEARNING CENTER'S FACILITY

1. This application will be signed by an executive member of the requesting organization.
2. Multiple use dates may be listed on one application.
3. School business will take priority over all outside requests for the use of the building.
4. The renting organization is responsible for returning the room and all furnishings back to their original state before the rental agreement began that day.
5. The microphone system is available to rent out per event at the charge of \$25 per event.
6. Please see a map of the school's property and specify what rooms you are requesting to rent.
7. A \$25 per space, per room rental fee will be paid to the district office before the event takes place.

RESTRICTIONS

1. Organizations using the building need to understand that persons under 18 years of age must be strictly chaperoned at all times.
2. Area of use is limited to sections listed in #6 above.
3. Approval privilege may be canceled if school functions require use of the building. If this happens, the school will notify the signatory of this contract about this change at least 2 weeks before the event.
4. If no custodial services are requested, the user is responsible for sweeping (and mopping floor when necessary) and folding up tables and chairs in area used and removing trash to the dumpster which is located outside the building on the west side of the property. No trash is to be left in the building.
5. Any keys to the building which have been issued to the user must be turned immediately after the end of your rental use. If a key is issued a check out form for the key and alarm code will need to be completed.

CLEANING OF FACILITY

The user shall be responsible for keeping the facility clean. If after your use, an extra cleaning service is required, the signatory will be responsible for the fee of \$35.00. A check for \$35.00 for covering such a fee is required to accompany the next application for building use or be delivered to the school administration before any of your attendees enter the property in the future. Any additional time required will be billed at the rate of \$25.00 per hour.

If the building is found not to be in a clean condition after your activity, we reserve the right to revoke any permits for future use which have already been issued.

RESERVATION

San Tan Learning Center reserves the right to determine what uses of the building are in the best interest of the community, to require specific supervision of an activity or event admitted to the building, and specifically reserves the right to accept, reject or cancel any building user's privilege or to delegate such power to an authorized person.