



## **Phoenix Christian Preparatory School**

1751 W. Indian School Rd. Phoenix, AZ 85015

(602) 265-4707 • FAX (602) 277-7170

[www.phoenixchristian.org](http://www.phoenixchristian.org)



Thank you for your interest in Phoenix Christian Preparatory School. We appreciate that your upcoming event is very important and would like to assist you as much as possible. Included in this package are the following items:

- Phoenix Christian Preparatory School Application for Use of Facilities
- Phoenix Christian Preparatory School Facilities Rates and Charges
- Phoenix Christian Preparatory School Facility Rental Terms
- Phoenix Christian Preparatory School Rental Agreement

The following outline is essential to a smooth and efficient process. Please take a moment to become familiar with our guidelines:

- Read the Rules and Regulations of Use before filling out the application.
- Complete the Application for Use of Facilities. Please be specific when answering all questions.
- Mail/Bring your application to Phoenix Christian Preparatory School, attention Dan Fort.
- Ask your insurance company to issue a Certificate of Insurance, with Phoenix Christian Preparatory School named as co-insured; you will be required to have \$1,000,000 in liability insurance. Fax or mail the Certificate of Insurance to Phoenix Christian Preparatory School, attention Finance Department.
- Upon receipt of your application and Certificate of Insurance, your event will be considered. You will be sent a prepared Rental Agreement to sign and return once your rental is approved and calendared. Arrangements to discuss specific needs for your rental will also be made at that time.

Should you have any questions or require additional information, please feel free to contact us using the information below.

Discipling Leaders,

Dan Fort  
Athletic Director  
Phoenix Christian Preparatory School  
Email: [dfort@phoenixchristian.org](mailto:dfort@phoenixchristian.org)  
Office: (602) 265-4704 x271

## **ATTACK THE DAY!**



**FACILITY RENTAL/USE APPLICATION**

NAME OF ORGANIZATION \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS OF ORGANIZATION \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS OF CONTACT PERSON \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

RENTAL DATE(S) \_\_\_\_\_ TIME(S) \_\_\_\_\_

YOU MAY ATTACH A SEPARATE SCHEDULE OF DAYS/TIMES IF NECESSARY

NOTE: RENTERS WILL SETUP AND TAKE DOWN ITEMS REQUIRED

PLEASE CHECK THE FACILITIES YOU WOULD LIKE TO RENT

**BUILDINGS**

**FIELDS**

- Gymnasium (stage, lobby restrooms, lights)
- Time Clock
- Locker Room (each)
- Weight Room
- Music Room / Library
- Classrooms (each)
- Cafeteria (without kitchen)
- Quad (includes restrooms)

- Football Field (with lights)
- Football Field (without lights)
- Baseball Field
- Softball Field
- Track & Field

<b>BUILDINGS/ROOM/GROUNDS</b>	<b>NUMBER OF HOURS</b>	<b>HOURLY RATE/FEE</b>
ADDITIONAL SETUP		
CLEAN UP (CONCESSIONS)		
SUPERVISOR		\$25
<b>RENTAL FEE</b>		

Phoenix Christian will provide supervision 1/2 hour before, 1/2 hour after, and during rental at \$25.00/hr.

TOTAL RENTAL FEE \$ \_\_\_\_\_

**TOTAL RENTAL CHARGE DUE** \$ \_\_\_\_\_

TOTAL PAID \$ \_\_\_\_\_

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## FACILITY AND EQUIPMENT RENTAL FEES

### BUILDINGS

Gymnasium (stage, lobby restrooms, lights)		\$50.00/hr
Time Clock		\$12.00/hr
Additional set-up, floor covering and/or chairs (floor covering is required with chairs)	flat fee	\$100.00
Clean-up fee for concessions sold		\$25.00/hr (1 hr min.)
Locker Room (each)		\$25.00/hr (1 hr min.)
Weight Room		\$25.00/hr (1 hr min.)
Music Room / Library		\$35.00/hr
Classrooms (each)		\$25.00/hr
Cafeteria (without kitchen)		\$35.00/hr
Quad (includes restrooms)		\$45.00/hr

### FIELD

Football Field (with lights)	flat fee*	\$650.00
Football Field (without lights)	flat fee*	\$500.00
Includes Press Box w/Scoreboard		
Baseball Field		\$50.00/hr
Softball Field		\$50.00/hr
Track & Field		\$50.00/hr
Clean-up fee (required for football field rental)		\$50.00/hr (1 hr min.)

### SUPERVISORS

<i>Supervisors are required with any rental of facilities.</i>	\$25.00/hr
<i>Rate begins ½ hour prior to contracted rental and ends ½ hour after close of rental. If additional clean-up is required, the charges will be added to Supervisor's fee.</i>	

### EQUIPMENT

Please check with the Administration on other needs you may have.

*Flat fee\* = flat fee + supervisor's hourly fee*

## **FACILITY RENTAL TERMS**

***For consideration of the use of the Phoenix Christian Preparatory School facilities, the renter agrees to abide by the following conditions:***

1. All fees are due and payable seven (7) days prior to use of facility and must be returned along with this signed contract and certificate of proof of insurance.
2. Renter (personally and as an organization) shall personally and as an organization indemnify and hold Phoenix Christian harmless from any loss or injury.
3. The drinking of alcoholic beverages, tobacco, drug use, gambling or any other activity that is deemed inappropriate is strictly prohibited. Possession of any restricted items is prohibited on school property.
4. Renter assures that only the buildings/rooms/grounds being rented are occupied by the group.
5. Premises must be vacated at the time specified.
6. Renter will supervise all activities related to the use of the facility for the full time of the rental.
7. All property from outside use must be removed no later than 24-hours after conclusion of event.
8. Renter agrees to clean up after use and place all trash in proper receptacles. If any grounds need additional cleaning other than what is provided in the rental agreement, extra fees will be charged and collected.
9. All properties and premises are to be accounted for and left in the same condition as received. Renter is responsible for any damage, no matter how minor, caused by the group. All damage must be reported and will be assessed and billed to the responsible party.
10. No activity will interfere with the normal operation of Phoenix Christian Preparatory School or its' employees.
11. No material of any kind shall be attached to any property owned by Phoenix Christian. This includes, but not limited to, tape, staples, pins, or any other means of attaching to walls, ceilings, fences, roofs, poles, or furnishings without advanced written approval.
12. Any advertisement for promotion of a non-school event must list Phoenix Christian Preparatory School as location only. All promotion must acknowledge the sponsoring group in a way that no misconception can be found.

***Phoenix Christian Preparatory School Board of Directors reserves the right to cancel rental of facilities if it is decided that the activity is not in the best interest of the school.***

PHOENIX CHRISTIAN REPRESENTATIVE	TITLE	DATE
RENTER'S SIGNATURE (INDIVIDUALLY/BEHALF OF ORGANIZATION)	ORGANIZATION	DATE

# PHOENIX CHRISTIAN PREPARATORY SCHOOL FACILITIES USE AGREEMENT

This facilities rental agreement (Agreement), entered into on \_\_\_\_\_ is between \_\_\_\_\_ (Licensee) and (Licensor) **Phoenix Christian Preparatory School.**

Date: \_\_\_\_\_ Times \_\_\_\_\_ Site Amt: \_\_\_\_\_ Site Director Amt. \_\_\_\_\_

Date: \_\_\_\_\_ Times \_\_\_\_\_ Site Amt: \_\_\_\_\_ Site Director Amt. \_\_\_\_\_

The parties hereto, intended to be legally bound, and in consideration of the mutual covenants hereinafter contained, agree as follows:

- I. **GRANT:** Licensor, on the dates and times set forth herein, and subject to the terms and conditions of this Agreement, hereby grants to Licensee permission to use a portion of the property located at 1751 W. Indian School Rd, Phoenix, AZ 85015.
- II. **USE:** The Licensed Premises shall be used by Licensee solely for purposes congruent to the mission of the Licensor. NO alcohol, smoking, gambling, or drugs are permitted anywhere in or on the premises at any time.
- III. **RENTAL FEE:** Licensee shall pay to Licensor as a rental fee for the use of the premises, the sum of \_\_\_\_\_, plus all other charges to be paid by Licensee under this agreement. Licensee shall deposit the outstanding rental amount for the preceding quarter by the schedule below. Licensee will not be charged for cancelled dates.
- IV. **INSURANCE:** Licensee agrees that it shall, at its sole cost and expense, procure and maintain a policy of commercial general liability (including contractual liability) in an amount not less than \$1,000,000 per occurrence, \$3,000,000 in the annual aggregate. Such insurance policies shall be carried with companies licensed to do business in the State of Arizona. Licensee shall deliver to Licensor duly executed certificates of insurance upon request. Licensor shall not at any time be liable for damage or injury to persons or property in or upon the Licensed Premises.
- V. **INDEMNIFICATION:** Licensee shall indemnify, defend and save harmless Licensor, its School Board, officers, agents and employees from and against any and all loss, cost (including attorney's fees), damage, expense and liability (including statutory liability and liability under workers' compensation laws) in connection with claims, judgments, damages, penalties, fines, liabilities, losses, suits, administrative proceedings, arising out of any act or neglect by Licensee, its agents, employees, contractors, licensee, invitees, representatives, in on or about the Premises. This indemnity shall survive the termination of this Agreement. Licensee hereby release Licensor from any and all liability or responsibility to Licensee covered by any insurance then in force.
- VI. **"AS-IN" CONDITION** Licensee agrees to accept the Licensed Premises in its "as-is" condition "with all faults".
- VII. Licensor may terminate this Agreement based upon any one or more of the following events:
  - a. Failure of Licensee to pay the RENTAL FEE or any other charges due hereunder when the same is due;
  - b. Licensee fails to perform any of its covenants hereunder. In any of the aforesaid events, and in addition to any and all rights and remedies available to Licensor by law or in equity, Licensor may, with or without further notice, forthwith terminate this Agreement and expel and remove the Licensed Premises, together with their goods and chattels, suing such force as may be necessary in the judgment of Licensor or its agents in so doing, without evidence of notice or resort to legal process or becoming liable for any loss of damage which may be occasioned thereby, and reposes

and enjoy said Premises, and in addition to any other remedy it may have , Licensor may recover from Licensee all damages it may incur by reason of such breach of Licensee.

- VIII. **INTERFERENCE:** Licensee shall use the Premises in a manner which shall not cause interference with the use of occupancy of the other portions of the Building by Licensor or others in any way. Licensee's use hereunder will be done in such a manner so as not to interfere with or impose any additional expense upon Licensor in maintaining the Building.
- IX. **RESTORATION:** If any damage to the Premises, or if any repairs or replacements need to be made to Premises as a result of Licensee's exercise of its rights under the License, Licensee shall pay Licensor for any such damage, repairs or replacements upon demand by Licensor.
- X. **CLEANING/REPAIR FEE:** it is required that the Licensee pay an upfront cleaning fee with any rental agree of this deposit. After the premises are inspected following the commencement date a repair fee may be accessed.
- XI. **SITE DIRECTOR:** Site Director is mandatory for all rental agreements. An assigned staff member will open/closed the facility and be on the premises for questions. Our Site Director is for the purpose of opening and closing our facility, setting the alarm and general upkeep/maintenance of our facility; not for security of your patrons or teams. If you feel you require a more secure environment for the safety of your patrons, please contact a local security company to offer these services to you. Licensee must pay the Licensor **\$25** per hour for the site director of the premises.

This list of rules is not intended to be all inclusive. Additional rules may be required of any individual user or group depending on the activity involved.

Please note that we reserve the right to refuse the use of the facility at any time.

Licensor: **PHOENIX CHRISTIAN PREP**

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Signature of PC Official

Licensee: \_\_\_\_\_

Name:

Address:

Phone: