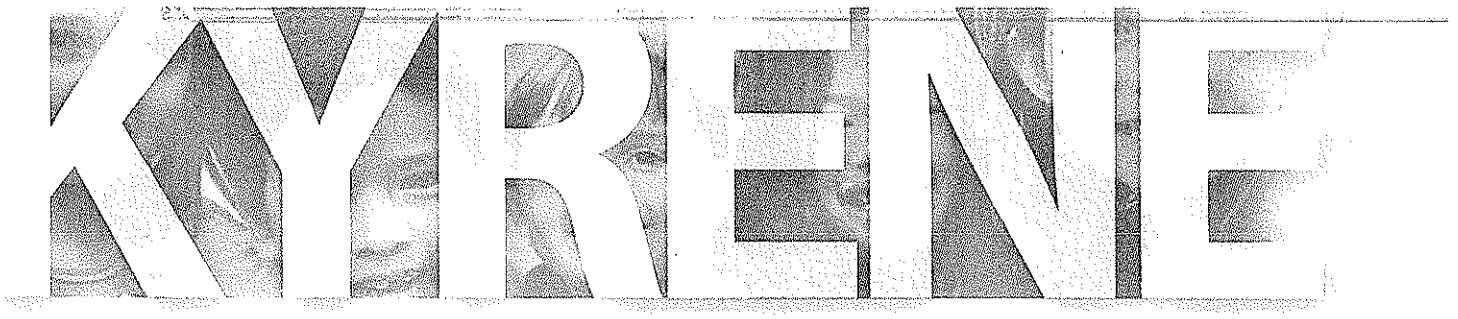
EXIBIT A



Community Use of District Facilities

Welcome to Kyrene!

Kyrene boasts a wide variety of facilities located throughout Tempe, Chandler, and Ahwatukee to meet your organization's needs. (A map of these locations is provided in this guide.) Kyrene facilities are open for lease to any person, group, or organization for any lawful purpose in the interest of the community. In order to use a district facility (e.g., fields, courts, classrooms, multi-purpose rooms, conference or training rooms), please read this Guide which outlines all details of facility rentals, including rates.

Very simply outlined below are the steps to renting a facility:

» Submit a request form (sample in this guide) to the school office (of the location requested) with a $15 application fee

» Provide a certificate of Liability Insurance for at least $1 million listing Kyrene School District as additionally insured

» Sign and submit a Use Agreement (copy provided in this guide)

» Provide a $250 (refundable) damage deposit

» If applicable, submit a copy of a 501 (c) 3

Contact us at 480/783-4174 or

visit us online now at www.kyrene.org/facilitiesuse

KyreneSchoolDistrict *A district of excelling schools*

8700 S. Kyrene Road • Tempe, Arizona 85284 • **web:** kyrene.org • **phone:** 480-783-4000 • **fax:** 480-783-4141

KF - EB

Community Use of School Facilities
School Facilities User Categories and Fees

Per Governing Board Policy KF and in accordance with Arizona Revised Statute 15-1105, the Kyrene School District leases school property and facilities. The fee schedule, documentation required from the organization, and benefits offered to an organization are associated with the lease of District property and facilities is delineated with a Category structure. To determine the fee associated with use of District property, the organization and its purpose are considered. In order to determine the Category, whichever is in a higher Category, the organization or the purpose, determines the Category. (For example, if the organization is Category IA and the purpose for the facility use falls under Category IV, then the Category is IV.)

Category IA

Organization

- Kyrene sponsored
- Community Schools programs (Community Ed)
- Student-initiated groups or clubs or councils
- District-sponsored staff groups or clubs or events
- District-sponsored school-teams, approved camps/clinics
- Teacher organizations
- Professional development programs for KSD employees provided by KSD
- School-sponsored activities

Purpose

- To meet the educational function of the district
- To provide in-services or job-related training classes

Examples

- Community schools programs (Youth Enrichment, Kids Club, Montessori, Kyrene Preschool, etc.)
- KEBT
- Student clubs
- Staff development day offerings

Benefits Provided

- Open to advertise in all KSD marketing (email, brochures, surveys, etc.)
- Literature distribution (through classroom and/or kiosk)
- Printing (at cost)
- Website links

Custodial Fees

Custodial fees apply as deemed necessary by facility staff (at site being used)

Documentation Required

Category IB

Organization

- Organizations directly associated with KSD
- Volunteer* groups serving Kyrene (*receive no financial gain/benefit)
- People conducting the activity are not paid and do not derive a financial benefit from the activity and no fees are charged to the participants who are 90% KSD students
- Site councils or parent-teacher organizations

Purpose

- To meet the educational function of the district
- To serve KSD students

Examples

- PTO, PTSO, Site councils, NAPAC, boosters, PTA
- KMFA (if 501c3 move)
- KEA
- KESPA
- K-Link ((Kyrene Legislative Information Network)
- KPN

Benefits Provided

- Website links
- Printing (at cost)
- Literature distribution (through classroom and/or kiosk)
- Open to advertise in all KSD marketing (email, brochures, surveys, etc.)

Custodial Fees

Custodial fees apply as deemed necessary by facility staff (at site being used)

Documentation Required

- Insurance
- Use Agreement

Category IC

Organization

- Foundation
- A 501 (c) 3 organization whose mission is to benefit the KSD

Purpose

- To meet the educational function of the district

- To raise funds to benefit KSD programs or people

Examples

- Kyrene Community Schools Foundation

Benefits Provided

- Website links
- Printing (at cost)
- Literature distribution (through classroom and/or kiosk)
- Open to advertise in all KSD marketing (email, brochures, surveys, etc.)

Custodial Fees

Custodial fees apply as deemed necessary by facility staff (at site being used)

Documentation Required

- Insurance
- Use Agreement
- 501(c)3

Category ID

Organization

- Elections
- Maricopa County Elections Department

Purpose

- To hold elections

Examples

- Maricopa County Elections Department

Benefits Provided

- none

Custodial Fees

Cost dictated by Maricopa County Elections Department

Documentation Required

- Insurance

Category IIA

Organization

- Youth serving (directly and indirectly)
- Non-profit youth organization in which people conducting the activity are not paid and do not derive a financial benefit from the activity
- Groups providing educational services at the request of the district for a fee to the participants who are 90% KSD
- Non-profit, non-school sponsored youth service organizations
- Adult service organizations

Purpose

- To meet the educational function of KSD
- To serve current Kyrene students
- To provide service to the KSD community
- To provide extended day resource programs as defined by ARS 15-1105

Examples

- Scout troops
- ASU, NAU
- Ahwatukee Foothills Concert Band
- ASA
- First Things First
- AZ ORFF
- Maricopa County Superintendent's Office
- Arizona Business and Education Coalition
- CHIC (ASDB)

Benefits Provided

- Literature distribution at kiosk as approved

Custodial Fees

- Custodial fees apply as deemed necessary by facility staff & on school closure days and hours

Documentation Required

- 501(c)3
- Use Agreement
- Insurance

Category IIB

Organization

- Youth serving
- Non-profit childcare that meets the educational function of KSD (as determined by evaluation)

Purpose

- to provide childcare

Examples

- Ahwatukee and Tempe YMCA
- Kid Zone
- PAC

Benefits Provided

- Literature distribution at kiosk as approved

Custodial Fees

- Reduced custodial fees apply for school closure days/hours & as deemed necessary by facility staff

Documentation Required

- Insurance
- Use Agreement
- 501(c)3
- Childcare Program Evaluation

Category IIC

Organization

- Childcare that does not meet the educational function of KSD (as determined by evaluation)

Purpose

- To provide childcare
- Does not meet the educational function of KSD

Examples

- PAC

Benefits Provided

- Literature distribution at kiosk as approved

Custodial Fees

- Custodial fees apply for school closure days/hours & as deemed necessary by facility staff

Documentation Required

- Insurance
- Use Agreement
- 501(c)3
- Childcare Program Evaluation

Category IID

Organization

- Youth serving
- Non-profit youth organizations not meeting the volunteer group criteria in IIA
- National or State Educational organizations providing services for instructional purposes (in collaboration with KSD)
- Youth-serving organizations
- Public agency, parks/recreation, governmental agency
- Sports groups

Purpose

- To provide youth programs
- Athletic practices
- Does not meet the educational function of KSD

Examples

- Little Leagues (ALL, AFPL/MPPL, SEV), AYSO, NYS
- sport camps, clubs, instruction, theatre or music groups

Benefits Provided

- Literature distribution at kiosk as approved

Custodial Fees

- Custodial fees apply for school closure days/hours & as deemed necessary by facility staff

Documentation Required

- Insurance
- Use Agreement
- 501(c)3

Category III

Organization

- Adult serving
- City/Town or non-profit providing adult programs
- People conducting the activity are paid or derive a financial benefit from the activity
- National or State Educational organizations or institutions of higher learning (not requested by KSD)
- Political organizations, individuals, or groups
- Organizations that are normally housed in their own facilities

Purpose

- To provide adult programs
- Any group meeting for political activities or to influence the outcome of an election
- Conducting official or community business for political gain

Examples

- HOA Rotary, Kiwanis
- Churches
- ASU, NAU
- KEA

Benefits Provided

- Literature distribution at kiosk as approved

Custodial Fees

- Custodial fees apply for every hour of use

Documentation Required

- Insurance
- Use Agreement
- 501(c)3

Category IV

Organization

- Profit-making
- Any organization not falling into other categories
- Commercial organizations or individuals
- Charter schools
- Any profit-making entity

Purpose

- To make money
- To raise funds
- To host a for-profit tournament
- Any reason not outlined in other categories

Examples

- Chess Emporium, US Gymnastics, Marathon Coaching Consultants

Benefits Provided

Custodial Fees

- Custodial fees apply for every hour of use

Documentation Required

- Use Agreement
- Insurance

KyreneSchoolDistrict

Community Use of District Facilities
Summary of Fees for Facility Use

All rates are hourly unless specified otherwise

Other Fees (apply to Categories IIA, IIB, IIC, IID, III, & IV)

Cancellation & Penalty fee • Charged when more space was used than was requested and approved • Charged when 5 business days notice for canceling the use of any facility is not given (charged in addition to the hourly fees)	$25 per occurrence
Change processing fee	$15 per change
Late fee (charged when payment due dates are not met)	$25 per occurrence
Insufficient Funds Fee (charged when credit card is declined or check is returned)	$25 per occurrence

Storage (based on approval at site) $1.00 per square foot per month

2 Acres Vacant Land $65 per day, not to exceed 90 days (Book 301/Map 84/Parcel 002/Split F)

IIB & IIC Childcare programs

School Year Monthly Rates	IIB (meets the criteria)	IIC (does not meet the criteria)
Classroom	$150/month	$430/month
MPR – Elementary	$250/month	$710/month
MPR – Middle School	$250/month	$710/month
Gym – Middle School	$375/month	$1070/month
Custodial*	$10/hour	$30/hour

School Closure Day Hourly Rates (e.g., holidays during school year)	IIB (meets the criteria)	IIC (does not meet the criteria)
Classroom	$4/hour	$12/hour
MPR – Elementary	$7/hour	$20/hour
MPR – Middle School	$7/hour	$20/hour
Gym – Middle School	$10/hour	$35/hour
Custodial*	$10/hour	$30/hour
Chiller Start-up	$15/day	$45/day

Summer Weekly Rates	IIB (meets the criteria)	IIC (does not meet the criteria)
Classroom	$280/week	$800/week
Elementary	$440/week	$1250/week
MPR – Middle School	$440/week	$1250/week
Gym – Middle School	$630/week	$1800/week
Custodial*	$10/hour	$30/hour
Chiller Start-up	$15/day	$45/day

*The custodial fee applies on school closure days & hours & as deemed necessary by facility staff

Goods and Services Contributed

A person, group or organization may contribute goods or render services as full or partial payment of the user fee. The value of the goods will be determined by the District based upon established market price, trade in value, posted prices or where these methods prove impractical, appraisal or barter may be employed so long as the procedure is advantageous to the District. The value of services rendered shall be based upon the hourly wages of a beginning employee of this or another Arizona School District performing similar functions as determined by the District. Should disagreement between the contributor and the District occur as to the value of the goods or services offered, the District reserves the right to refuse to accept the offer.

KyreneSchoolDistrict

Community Use of District Facilities
Summary of Fees for Facility Use

All rates are hourly unless specified otherwise

	Category IA	Category IB	Cateogry IC	Category ID	Category IIA	Category IIB & IIC	Category IID	Category III	Category IV
EXAMPLES (please see definitions):	KSD	PTO	Foundation	Elections	Scouts	Childcare	Sports	Adult	For-profit
Application Fee	Waived	Waived	Waived	Costs dictated by Maricopa County Elections Department	$15 per request	$15 per request	$15 per request	$15 per request	$15 per request
					Fees below apply on school closure days & hours				
Band Room, Middle school	Waived	Waived	Waived		$17	See next page	$17	$25	$45
Chiller/Heater start-up cost	Waived	Waived	Waived		$45/day		$45/day	$45/day	$45/day
Classroom	Waived	Waived	Waived		$12		$12	$20	$25
District Office Rooms	Waived	Waived	Waived		$20		$20	$25	$30
Elementary courts	Waived	Waived	Waived		$2/hour or $125/season		$2/hour or $125/season	$20	$30
Elementary fields & Lake CMS	Waived	Waived	Waived		$2/hour or $125/season		$2/hour or $125/season	$25	$30
Gymnasium, Middle school	Waived	Waived	Waived		$35		$35	$35	$45
Library, Elementary	Waived	Waived	Waived		$8		$15	$20	$25
Library, Middle school	Waived	Waived	Waived		$10		$19	$27	$32
Middle school courts	Waived	Waived	Waived		$5		$5	$25	$35
Middle school fields	Waived	Waived	Waived		$5		$5	$30	$40
MPR Elementary	Waived	Waived	Waived		$20		$20	$30	$35
MPR Middle school	Waived	Waived	Waived		$20		$20	$35	$40
Other hourly fees									
Custodial	Custodial fees apply as deemed necessary by facility staff (at site being used). Hours are billed directly to program.	Custodial fees apply as deemed necessary by facility staff (at site being used) at $30/hour.	Custodial fees apply as deemed necessary by facility staff (at site being used) at $30/hour.	Cost dictated by Maricopa County Elections Department.	Custodial fees apply for school closure days & hours & as deemed necessary by facility staff at $30/hour.		Custodial fees apply for school closure days & hours & as deemed necessary by facility staff at $30/hour.	Custodial fees apply for every hour of use at $30/hour.	Custodial fees apply for every hour of use at $30/hour.
Field Lights	Waived	Waived	Waived		$20		$20	$25	$25
Restrooms (Apply to outdoor use only)	Waived	Waived	Waived		$13		$13	$13	$13
Special Equipment Fees									
					Fees apply on school closure days/hours				
Podium	Waived	Waived	Waived	Costs dictated by Maricopa County Elections Department	$10/day	n/a	$10/day	$10/day	$10/day
Wireless handheld microphone	Waived	Waived	Waived		$20/day	n/a	$20/day	$20/day	$20/day
VCR/monitor	Waived	Waived	Waived		$30/day	n/a	$30/day	$30/day	$30/day
Overhead projector	Waived	Waived	Waived		$5/day	n/a	$5/day	$10/day	$10/day
Electronic scoreboard	Waived	Waived	Waived		$30/day	n/a	$30/day	$30/day	$30/day
Electronic equipment	Waived	Waived	Waived		TBD	n/a	TBD	TBD	TBD
Public address system	Waived	Waived	Waived		$15/hour	n/a	$15/hour	$15/hour	$15/hour
Seating (set-up)	Waived	Waived	Waived		Waived	n/a	$10/50 people	$10/50 people	$10/50 people

Exhibit KF - ED

Board Approved Criteria for Determining if a Childcare Provider Meets the Educational Function of the District

Criteria 1: The program complies with the regulations outlined by the Arizona Department of Health Services' Childcare Licensure.

Indicators:

- Participants in the program are engaged in age-appropriate activities.
- The staff to child ratio meets state mandated ratios (1:20 for school-age children).
- The program implements a staffing plan that covers staff absences and ensures that said ratios are consistently maintained.
- At any time, program participants' location is known and documented (i.e., rosters).
- Staff protect the safety of children (including activity choices presented, and interactions between staff and children).

Criteria 2: The program is familiar with and implements the emergency, safety, and operating procedures of the school and all of the policies/procedures set forth in the school's student handbook

Indicators:

- The program's staff follow the sign in/out procedures of the school.
- The program adapts the school's emergency plans and procedures to operate after school hours.

Criteria 3: The program engages in annual program evaluation with input from the school's administration.

Indicators:

- The program works with the school's administration to determine what data will be collected and/or what questions will be asked.
- The program will share the evaluation data with the school's administration to collaboratively determine the appropriate responses for areas for improvement identified in the evaluation.
- The program works with the school's administration to implement the administrator's input/direction in the program's activities.
  - The administrator's input may include providing activities that support the School Improvement Plan and academic enhancement programs/activities, and childcare staff participating in school meetings and trainings.
  - School Administrators will provide, in writing, to the childcare program specific indicators of improvement as well as a window of time within which the program should demonstrate those improvements (e.g., 30 days). If improvements are not made within the timeframe given, Kyrene reserves the right to terminate the rental contract with the childcare provider and/or to move the organization into Category IIC.

Criteria 4: The program enforces staff and student behavior expectations that are consistent with the school day.

Indicators:

- The program implements the school's identified character program(s).
- These consistent behavior expectations and consequences are communicated clearly and in writing to all program stakeholders and include all expectations set forth in the student handbook (e.g., dress code).
- The program collaborates with school personnel and parents to obtain, as appropriate, prior interventions and data collected over time and problem solve/implement new behavioral interventions, proactive strategies, accommodations, and/or environmental changes for students with disabilities. (The childcare provider is not required to provide FAPE (Fair Appropriate Public Education); however, the program is expected to provide as much consistency, continuity and support to students with special needs as is reasonably possible.)

Criteria 5: The program offers activities that aim to enhance the academic performance of its participants.

Indicators:

- The daily schedule includes time (every child participates for a minimum of 20 minutes per day) and space for homework and/or quiet reading time in each day's schedule.
- Homework and/or quiet reading are always an available activity choice for every student during the entire program.

Board approved procedures for monitoring and ensuring that each provider is accountable for meeting the criteria:

- The childcare provider is responsible for demonstrating to the school's Administration (on at least an annual basis) how the program meets the criteria.
- Based on evidence provided by the program, the school Administrator will determine whether or not the program satisfactorily meets the criteria.
- If the school Administrator determines that the childcare program does not meet the criteria, the Administrator makes a recommendation (in writing) of improvements to be made by the childcare provider and the timeframe within which those improvements will be demonstrable.
- Should the childcare provider not demonstrate compliance with the recommendations of the Administrator in the timeframe assigned, then the Administrator will recommend to the Use of Facilities designee that either (1) the rental contract be terminated, or (2) the childcare provider no longer be in Category IIB as related to fees.

Board approved benefits to be offered to those childcare providers who are determined to meet the educational function of the District:

- Receive priority choice of space to be used.
- Participate in appropriate District professional development offerings.

Community Use of District Facilities
Childcare Program Evaluation

This document is to be used in the process of determining if a childcare provider meets the educational function (ARS 15-1108) of Kyrene.
This form should be completed by a Kyrene administrator (in response to or as a result of a meeting with representatives of the childcare program).
In order to meet the educational function, 100% of the criteria must be met.

Date of Conference: _____ Individuals Present: _____

The childcare provider is responsible for demonstrating to the school's administrator (at least annually) how the program meets the criteria.
Based on evidence provided by the program, the administrator will determine whether the program meets the criteria.

	Met	Not met	Notes of Evidence Presented, Comments:
Criteria 1: The program complies with the regulations outlined by the Arizona Department of Health Services Childcare Licensure.			
1A - Participants in the program are engaged in age-appropriate activities.			
1B - The staff to child ratio meets state mandated ratios (1:20 for school-age children).			
1C - The program implements a staffing plan that covers staff absences and ensures that said ratios are consistently maintained.			
1D - At any time, program participants' location is known and documented (i.e., rosters).			
1E - Staff protect the safety of children (including activity choices presented, and interactions between staff and children).			
Criteria 2: The program is familiar with and implements the emergency, safety, and operating procedures of the school and all of the policies/procedures set forth in the school's student handbook.			
2A - The program's staff follow the sign in/out procedures of the school.			
2B - The program adapts the school's emergency plans and procedures to operate after school hours.			
Criteria 3: The program engages in annual program evaluation with input from the school's administration.			
3A - The program works with the school's administration to determine what data will be collected and/or what questions will be asked.			
3B - The program will share the evaluation data with the school's administration to collaboratively determine the appropriate responses for areas for improvement identified in the evaluation.			
3C - The program works with the school's administration to implement the administrator's input/direction in the program's activities. (The administrator's input may include providing activities that support the School Improvement Plan and academic enhancement programs or activities, and childcare staff participating in school meetings and trainings.)			
Criteria 4: The program enforces staff and student behavior expectations that are consistent with the school day.			
4A - The program implements the school's identified character program(s).			
4B - Consistent behavior expectations and consequences are communicated clearly and in writing to all program stakeholders and include all expectations set forth in the school's student handbook (e.g., dress code).			
4C - The program collaborates with school personnel and parents to obtain, as appropriate, prior interventions and data collected over time and problem solve/implement new behavioral interventions, proactive strategies, accommodations, and/or environmental changes for students with disabilities. (The program is expected to provide as much consistency, continuity and support to students with special needs as is reasonably possible.)			
Criteria 5: The program offers activities that aim to enhance the academic performance of its participants.			
5A - The daily schedule includes time (every child participates for a minimum of 20 minutes per day) and space for homework and/or quiet reading time in each day's schedule.			
5B - Homework and/or quiet reading are always an available activity choice for every student during the entire program.			

If the school Administrator determines that the childcare program does not meet the criteria, the Administrator makes a recommendation (in writing) of improvements to be made by the childcare provider and the timeframe within which those improvements must be demonstrable (use Childcare Improvement Notification & Plan form). Should the childcare provider not demonstrate compliance with the recommendations of the Administrator in the timeframe assigned, then the Administrator will recommend to the Use of Facilities Designee that either (1) the rental contract be terminated, or (2) the childcare provider no longer be charged the "meets the educational function of the District" rental fees. If the school Administrator determines that the childcare program does meet the criteria, the childcare program will receive priority choice of space at the school and may participate in appropriate District professional development.

Childcare Program _____ meets _____ does not meet the standards.

Kyrene Administrator signature _____ Date _____ Childcare Representative signature _____ Date _____

White = School Yellow = DO Pink = Childcare Provider

Community Use of District Facilities
Childcare Improvement Notification & Plan

This document should be completed when a childcare program has been determined by a school administrator to not meet any indicator(s) and therefore the criteria. This should be completed by a Kyrene administrator in response to or as a result of a meeting with representatives of the childcare program.

A Kyrene school administrator will provide, in writing, to the childcare program specific indicators of improvement as well as a window of time within which the program should demonstrate those improvements (e.g., 30 days). If improvements are not made within the timeframe given, Kyrene reserves the right to terminate the rental contract with the childcare provider and/or to move the organization into the reasonable use fee category.

Criteria & Indicator (ex. 1A, 2C)	Recommendations for Improvement	Deadline / Timeframe	(Re-visit on/after deadline assigned) Is indicator now being met?
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No

Additional Comments and/or Recommendations:

After timeline for improvement has passed:

Program is recommended to

____be in "meets educational function" fee category

____be in "does not meet educational function" fee category

____no longer be offered at the school

Signature of Kyrene school administrator: _____ Date: _____

Signature of childcare representative: _____ Date: _____