



Theodore Roosevelt School

Warriors

P.O. Box 567

Fort Apache, AZ 85926

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Dr. Leon Ben, Chief School Administrator / Principal

Facility Use Agreement and Contract

This Facility Use Agreement (“Agreement”) is made by and between **Theodore Roosevelt School (TRS)** and the undersigned renter (“User”) for the use of the TRS Facilities.

1. Terms of Use

By signing this agreement, the User agrees to comply with the following:

A. Payment and Fees

1. All outstanding unpaid invoices must be paid in full before access is granted.
2. **Two TRS security personnel** are required for all events. Security services will be invoiced at **\$30.00 per hour, per staff member**, payable in advance or upon receipt.
3. **One janitor who is a current TRS employee** is required on site for the duration of the event and for post-event cleaning. Janitorial service will also be invoiced separately at **\$30.00 per hour**.
4. Any materials or supplies used (e.g., paper products, cleaning items) must be reimbursed by the User.
5. There will be a **\$250.00 Cleaning Deposit**

B. Access and Equipment

5. School restrooms are not available. The User must provide porta-johns at their own cost, positioned away from turf.
6. Use of the scoreboard is not included in the rental unless specifically authorized in writing.
7. Doors will open **15 minutes prior** to the scheduled event time.

C. Security and Conduct

8. TRS security personnel will be present for the full duration of gym use. A **pre-event and post-event walk-through** will be conducted. **Photographs will be taken** before and after the event to document the facility’s condition.
9. Security personnel have full authority to maintain order. Spectators who do not comply with **reasonable and orderly requests** will be removed and may be **banned from future events**.

D. Cleaning and Responsibility

10. The gym must be returned in the same condition it was received.
11. The User must bring **cleaning supplies and trash bags**.
12. One hour following the event is reserved for cleanup of the **gym, outside areas, trash bins, and front entrance**.
13. All trash must be **properly disposed of by the renter/contractee** before departure.
14. TRS’s janitor will assist in maintaining cleanliness during and after the event, and any **damages or extensive messes** will incur additional charges, including labor.

E. Facility Limits and Supervision

15. Spectators and participants are restricted to the **rented facility and parking lot** only. Access to other school grounds is **strictly prohibited** and will be treated as **trespassing**.
16. All children must be **supervised** at all times during the event.

F. Drug- and Alcohol-Free Policy

17. TRS is a **Drug and Alcohol-Free School Zone**. The use or possession of **alcohol, illegal drugs, and vaping devices** is strictly prohibited on all school property, including parking areas. Violators will be removed and reported.

G. Damage and Liability

18. Any **damage or breakage** to school property will be charged to the User, including **labor for repair or replacement**.
19. The User agrees to **hold harmless** Theodore Roosevelt School, its staff, and school board from liability for injuries, accidents, or losses during use of the facility.

H. Video Surveillance and Privacy

20. The facility is under **24/7 video surveillance**. By entering the building, all individuals acknowledge and consent to being recorded.
21. Due to **FERPA and privacy laws**, persons in attendance **are not permitted to view, request, or obtain** surveillance footage under any circumstances.

2. Acknowledgement and Signature

By signing below, the User confirms understanding and acceptance of these terms and agrees to abide by all conditions of facility use.

Name of Organization/Individual: _____

Event Type: _____

Date(s) and Time(s) of Use: _____

Printed Name of Authorized Representative: _____

Signature: X _____

Phone: _____ Email: _____

3. TRS Internal Use Only

- Approved by (Security Staff 1): _____
- Approved by (Security Staff 2): _____
- Assigned Janitor (TRS Employee): _____
- Walkthrough Photos Taken: ☐ Yes
- Pre/Post Conditions Noted: _____
- Date Approved: _____
- Invoice #: _____