

## FAQ- Frequently Asked Questions:

### 1. **What do I need to do to use a school facility?**

Any agency, group or individual outside of GPS interested in using a school facility must submit:

- a. Complete a facility rental application
- b. Provide a certificate of liability insurance
- c. Submit a \$200 deposit (dependent on event)

### 2. **Can I go directly to the school site to rent a room/field?** No. All applications must first go through Community Education. Applications are available on-line at [www.gilbertschools.net](http://www.gilbertschools.net) under the tab “Our District” then “Facility Rental” or at the Community Education office at 6839 E Guadalupe Rd (SE corner of Power and Guadalupe) between 8:30a-5p Monday-Thursday, 8:30a-Noon Fridays.

### 3. **Can I pass out flyers/advertisements at District facilities?** No. Community and outside organizations may display/distribute their information in a kiosk located in the office of each school, and/or provide an electronic copy of their flyer to be posted on the District website, as long as this information meets the policy guidelines. Groups can apply for permission at <http://www.gilbertschools.net/Domain/68>

### 4. **We will clean up after ourselves. Why do we need to pay for a facility maintenance worker?** As an outside group, according to policy, we are required to provide an employee to open doors, turn on lights, clean areas used, and secure the facility after your departure. This is a required service we must provide and therefore must charge the organization.

### 5. **What qualifies me/my organization as a Class 2 or Class 3- Non-Profit Organization?**

Organizations will need to provide a copy of their Charter and/or a copy of their 501c3 form authorizing them to operate as a non-profit group.

### 6. **Do I need insurance to use a facility?** Yes, all scheduled activities on GPS property must have liability insurance naming Gilbert Public Schools as additional insured. If you need help getting a \$1 million liability insurance policy, you may contact the Arizona School Risk Retention Trust at (602) 200-2447 or [www.ebi-ins.com/tulip/](http://www.ebi-ins.com/tulip/).

### 7. **Do I need to pay a fee when submitting a facility request?** No. You are not required to submit an application fee. However, once your application is approved, you may be required to place a \$200 deposit to hold the date and/or pay the amount in full 10 days prior to your event.

### 8. **How do I pay?** Credit Cards, Checks or Money orders are accepted and are payable to Gilbert Public Schools Facilities Rental Department. Cash is not accepted. Credit cards can be accepted over the phone, other payments may be mailed or dropped off.

9. **What types of facilities are available for rent?** Facilities that are available for rent include classrooms, multi-purpose rooms, auditoriums, cafeterias, gymnasiums, outdoor courts, outdoor fields, and more.
10. **How long does it take to arrange for a facility permit?** Anywhere from 3-10 working days. Please allow as much time as possible.
11. **How are we notified if our organization has been approved to use the facility?** If the school approves a facility request application, they will return it to Community Education-Facilities Department. Facilities Department will check for insurance, damage deposit and proof of 501(c)3. Facilities will approve the application, calculate the cost and send a copy of the approved permit to the organization.
12. **What kinds of rental fees will my organization need to pay when using Gilbert facilities?** Rental fees are determined by the category into which your organization falls. Click on [GPS Facility Rental](#) and look at the [Rental Categories/Classification Schedule](#) and [Facility Use Fees](#) to find out what category your organization fits into and the fees that you will be required to pay.
13. **Is my organization required to pay the fees before we use the facility?** Yes. All fees are due 10 business days prior to your first scheduled date of usage.
14. **Are there additional charges if we use the facility on the weekends or over holiday breaks?** Yes. Groups using indoor facilities during hours outside the normal workday or during any school closure days will be charged a staff fee of \$25 per hour and utilities; utilities are \$60 per hour High schools, \$30 per hour Junior Highs, and \$20 per hour Elementary schools.
15. **How early can I apply for facility space in Gilbert?** The date of application submission varies based on the time of year the activity will be conducted. However, requests continue to be accepted throughout the year on a first-come, first served basis.

TYPE OF ACTIVITY	SUBMISSION DATE	ACTIVITY SEASON
League play	March 1	Aug. – Dec. 31
	Oct. 1	Jan-July 31
Individual Teams	Aug. 1	Aug.-Dec.31
	Nov. 1	Jan-May 31
	April 1	May- July 31

Auditorium	May 1 Aug. 1	August-September Oct.-July 31
All other Activities	May 1-June 15 Aug. 1	Aug.-Sept. Oct.-July 31
Tournaments	365 days in advance of event with \$200 non-refundable deposit	Any