

Chandler Unified School District

T-3 Facility Use Contract

Terms & Conditions

CUSD Sports Camps and Clinics

www.CUSDcommunity.com

480-224-3912



This document is intended to guide individuals who enhance opportunities for our students and programs through fee-based clinics and/or camps that take place on **CUSD** Facilities. We believe it is important that we adhere to consistent district-wide procedures and that we offer fair compensation for staff and reasonable fees for participants. As a T-3 facility user,

_____ agrees that 100% of revenue over cost of running _____
Name of Coach *Name of Camp/Clinic*
program will directly benefit **CUSD** students. It is also understood that the following procedures are to be followed:

- All fundraising activities must be submitted through the Director of Secondary Education.
- All camp/clinic paperwork and contract must be submitted to Community Education ten (10) business days prior to event.
- All marketing materials **MAY** be distributed after written/verbal approval by Community Education Department.
- Community Education Department will notify of approval and materials may distributed.
- **No fees** are to be collected at sites. All fees and online registration will be handled through Community Education.
- Community Education will provide coaches access to print camp/clinic rosters.
- Payroll action forms are required for all staff. Stipend is based upon the following formula:

Coordinator/Head Coach

HOURS X # OF DAYS = TOTAL HOURS X \$30.00 = STIPEND

Assistant Coaches/Teachers

HOURS X # OF DAYS = TOTAL HOURS X \$26.00 = STIPEND

- Approval signatures required:
 1. Site Athletic Director/Administrator (AIA Compliance/Site Availability)
 2. District Athletic Director/Administrator (AIA Compliance)
 3. Community Education Facilities Coordinator-final approvals
- Purchase Order procedures: consult with your administrative assistant, bookstore manager or Purchasing department for assistance regarding the Purchase Order process. Failure to follow the Districts procedure will result in privileges being denied.
- 17% of total salaries will be configured to cover **State & Federal** adjustments.
- A 10% Community Education/Civic fee of **Gross Revenue** will be applied. (Facilities rental will be included.)
- All materials and supplies will follow State and District procurement procedures.
- All concession sales must follow USFR and Cash Collection Forms must be completed.
- If students are providing service, all revenue over cost will be deposited into the club's **Student Activities account**.
- If coaches/advisors are providing service, all revenue over cost will be deposited into the club's **Auxiliary account**.
- Health and safety guidelines allowing ample water breaks (20 minute intervals) will be followed.
- All Chandler Unified School District and/or AIA policies and procedures will be followed.
- Supervision of all students will be available until parent/guardian or designee has picked up every student.
- Revenue over cost will be deposited into what fund?
 - 525 - Auxiliary 850 - Student Activity What budget course code & description? _____
- The Purchasing Card Log, receipts and the US Bank Purchasing Card must be returned upon completion of camp or clinic.

_____ **Camp/Clinic Sponsor Signature** (I have read & agree to follow the terms & conditions indicated above.)

_____ Date

_____ **Site Ad or Administrator Signature**

_____ Date

_____ **District Athletic Director Signature**

_____ Date