



Maricopa Unified School District No. 20

44150 W. Maricopa/Casa Grande Hwy

Maricopa, AZ 85138

Dr. Steve Chestnut, Superintendent

Rental Procedures for Admin Building

1. Contact the District-Wide Facilities Scheduler (DWFS).
2. DWFS will check availability of requested facility.
3. If available, the Renter will need to complete the:
 - a. Facility Request Form
 - b. Facility Packet
4. Upon approval, a Certificate of Insurance will need to be submitted to the DWFS by the Renter.
5. Once all documents have been submitted and approved by the DWFS, the facility will be reserved and appropriate needs will be scheduled: Air, Lights, Open and Close of facility.
6. The DWFS will bill the Renter.
7. All rental fees will be received at the Maintenance Office by the DWFS and a receipt will be issued.
8. All receipts will be deposited, intact, to the Business Office, and a receipt will be issued to the DWFS by the Student Activities/Auxiliary Coordinator (SA/AC).

****Note: ALL paperwork must be completed and approved, and fees must be paid, at least 10 days prior to the requested rental date.***

DWFS – District-Wide Facilities Scheduler: Marva Naab

(520) 568-5100 ext. 1180 phone

(520) 568-5120 fax

mnaab@musd20.org

SA/AC - Student Activities/Auxiliary Coordinator: Lisa Baker

(520) 568-5100 ext. 1027 phone

(520) 568-5109 fax

lbaker@musd20.org

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