

EDGEWOOD ISD FACILITY USE PACKET

804 E. Pine Street
Edgewood, TX 75117

Edgewood ISD Rental Policy

The Edgewood Independent School District welcomes the use of facilities owned by the District by outside organizations/groups; however, such use of District facilities shall not be permitted when it interferes with the educational program of any campus or District scheduled activities, including facility maintenance and/or repair projects. The District is a tax-supported nonprofit organization established to serve the students and youth residing within the boundaries of the District. The District may, therefore, differentiate among various categories of organizations/groups (such as youth groups, adult groups, nonprofit organizations, for-profit organizations, and civic groups) in establishing the length of time that a facility may be used or the fee charged. All organizations/groups within the same category shall be offered fair and equal access to District facilities. As stipulated by Board Policy GKD (LOCAL).

Edgewood Independent School District 804 E. Pine Street Edgewood, TX 75117 Facility Use Packet Check List (Invoice) Name of Renting Organization:
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Activities conducted in EISD facilities must meet the policies and regulations of the Edgewood Independent School District, its Board of Trustees and all state and local laws.

The Completed Facility Use Packet must be completed and on file with the Business Office when scheduling the use of any district facility:

- ___ Completed Event Information Sheet (page 4)
- ___ Event is requested 30 days in advance:
 Requested date: _____ Event Date: _____
- ___ Signed copy of Facility Price Guide w/Amount Due Agreement (page5)
- ___ Payment for Facility Use charges as indicated on event information form.
 Payment Rec'd Date _____ Check # _____ Amount \$ _____ Deposit Date _____
- ___ Proof of acceptable liability insurance with Edgewood ISD
 named as an additional insured. (See Page 7)
- ___ Exempt Insurance group _____ PTO _____ Booster Club
- ___ Required \$250.00 deposit (See Page 8)
 Deposit Rec'd Date _____ Check # _____ Date Dep. Check Returned _____
- ___ A signed copy of the Agreement for Use form (Page 9)
- ___ EISD Group _____ Non-Profit Group _____ For-Profit Group
- ___ Proof of Non-Profit status if applicable
- ___ Saturday Event
- ___ Facility Open/Close Fee Amount \$ _____
- ___ Custodian Fee: _____ hours @ \$ 25.00 per hour
- ___ Police Security Fee (renting organization is responsible for organizing)

Usage Fee From Page 5 \$ _____
 Refundable Deposit Fee \$ 250.00
 Applicable Additional Fees \$ _____
 Total Amount Received \$ _____

Approved _____ **Denied** _____ **Reason** _____ **Date** _____

 EISD Receiver Signature Date Representative Signature Date

EVENT INFORMATION

Organization Name: _____

Event Name: _____

Mailing Address: _____

Billing Address: _____

Event Information Website Address: _____

CONTACT INFORMATION

Contact / Submitter Name: _____

Contact Person Phone Number: _____

Contact Person Cell Phone Number: _____ Fax Number: _____

Contact Person Email Address: _____

RENTAL INFORMATION

Estimated Number of Participants: _____ Estimated Attendance: _____

Performance Date(s): _____

Facility Unlock Time: _____

Performance Begin Time: _____

Performance End Time: _____

FACILITIES REQUESTED

EISD does not rent out classrooms, kitchens, or libraries

___ Elementary Cafeteria ___ Elem Gymnasium ___ EMS Gymnasium ___ Other

All specific equipment requirements will be made with the designated facility managers.

FACILITY PRICING GUIDELINES

Building	Facility	Hourly Fee <small>*3 hour minimum</small>
Elementary	Cafeteria/Gymnasium	\$50.00
Middle School	Gymnasium	\$75.00
High School	Gymnasium (UIL Only) BB/SB Fields (UIL Only)	\$150.00 \$100.00
Lighting for All Athletic Facilities	All Athletic Facilities (Daily Rate)	\$400.00
EISD Staffing <small>(Staffing requirements determined by EISD)</small>	All facilities	\$25.00

All fees are based on an hourly rate, unless otherwise noted, with a three (3) hour minimum

Additional Charges

Police Security (Responsibility of the renting organization)

- * \$250.00 Deposit is required at time of booking.
- * If event is cancelled within 5 days of scheduled date, deposit is non-refundable.
- * All payment is due prior to the event

<i>Representatives Signature</i>	<i>Printed Name</i>	<i>Organization</i>	<i>Date</i>
<i>EISD Representative</i>	<i>Title</i>		<i>Date</i>

Total Amount Due \$

FACILITY USE RULES AND REGULATIONS

1. Groups or individuals wanting to rent EISD facilities must obtain a Facilities Use Rental Information Packet from the District Administration Office located at 804 E. Pine Street, Edgewood, TX 75117.
2. The completed rental packet and proof of insurance must be on file with the Business Office before a rental agreement can be prepared.
3. Rental agreements must be submitted no later the 10 days prior to the event.
4. Any changes to the signed contract must be made no later than one week in advance.
5. Rental amounts will not be decreased after the fact if the facility is not used for the entire contracted time.
6. The renter will be assessed the rental fee from the time the facility is opened until it is closed or vacated.
7. All organizations are responsible for providing one (1) event administrator that is actively supervising and easily accessible throughout the event. The event administrator must remain onsite until all participants have vacated the facility.
8. Renting organizations staff and administration are responsible for their performers, students and their patrons.
9. Renting organizations are responsible for adhering to safe occupancy limits. The number of participants/patrons may not exceed the authorized capacity of the facility.
10. Prior approval must be given by the EISD facility manager before signs, banners, etc are erected, and they shall not deface the property. In no event shall signs, banners, etc. be in place more than one hour prior to the rental / use period, nor more than one hour after the rental use period.
11. Any equipment, instruments, scenery, props, costumes, concessions, or other event related items must be removed from the premises by the final stated facility lock down time or additional rental fees will be assessed.
12. Groups must bring their own extension cords, power strips and all office supplies.
13. The use of tobacco, alcoholic beverages, or drugs is strictly forbidden on all school district property.
14. The facility curfew will be adhered to: The facility must be empty and lights out by 11:00pm.
15. Multi-day events must allow a minimum of eight (8) hours between one evening's end time and the following morning's open time.
16. All activities shall be orderly and lawful and not of a nature to incite others to disorder. Reasonable security arrangements, as determined by the school district, shall be provided appropriate to the type of event for which the facility has been

contracted. Renting Organizations shall comply with all federal, state and local laws, regulations and licensing requirements.

17. All content and information (music, text, dialogue, etc.) presented must be “radio edit” clean, and reflect the district standards of conduct.
18. Edgewood ISD has the right to refuse and/or terminate a rental. Reasons include but are not limited to the following: space availability, over usage of a facility, failure to pay in a timely fashion, failure to comply with all rules and regulations, recurring losses and/or damage, inappropriate behavior of the renter or their audience.

The EISD facilities shall be left in a neat and orderly condition. All user groups shall be held responsible for reimbursing the cost of damage, loss, or excessive cleaning charges incurred through their use of the facility.

UNLESS PRIOR PERMISSION IS GRANTED
BY EISD DIRECTOR OF OPERATIONS
FOOD AND DRINKS ARE NOT ALLOWED INSIDE THE FACILITIES

Event Coordinators will be notified of infractions and given the opportunity to correct the issues. However, the EISD facility staff is fully within their rights to refuse to continue the event until infraction(s) are corrected. If a resolution is not reached in a timely manner, EISD facility staff is authorized to end the event. Billing will continue until all event equipment, personnel and the audience have left the facility. It is the responsibility of the event organizer to interact with their guests and to address any issues of reimbursement or restitution.

INSURANCE

The organization requesting the use of a district facility must furnish evidence of liability coverage for the event(s). This evidence should consist of an original Certificate of Insurance with Edgewood ISD named as an Additional Insured and Certificate Holder indicating a minimum \$1,000,000 Combined Single Limit of Bodily Injury and Property Damage Liability Coverage. The insurance carrier must hold a minimum B+ rating from A.M. Best Company.

Each insurance policy must require that the insurer send notice to the District as follows:

- 30-day notice of cancellation
- 60-day notice of nonrenewal
- 30-day notice of material change

Access to the facility shall not be permitted until the application and insurance has been screened and approved. Cancellation of insurance also cancels the rental contract until proof of insurance can be provided to the District.

The insurance requirement may be waived for school sponsored groups such as PTO or Booster Clubs.

DEPOSITS

A \$250 deposit is required for all rentals and shall be refunded/credited within (3) three business days following the event provided the facility is returned to normal school operating conditions and no damage has occurred. Refunds may be collected at the EISD Business Office.

CUSTODIAL REQUIREMENTS

Organizations requesting the use of a district facility may be required to hire district employees to provide custodial services. Fees for custodial services will be in addition to the rental agreement. Custodial charges will include time after the event to thoroughly clean the area and 30 minutes before the event to prepare for the rental. The number of custodians required will be based on the number of participants and attendants; this decision will be made by the EISD Director of Operations.

SECURITY

If it is deemed that outside security is required for an event by the renting organization or Edgewood ISD, the renting organization is responsible for scheduling and paying for this service.

AGREEMENT FOR USE

The renting organization agrees that all information of the Facility Rules and Regulations (pages 6-8) has been read, understood and accepted and that any violation or deviation from those rules may result in fines or fees and loss of future rental privileges as deemed appropriate by the Edgewood Independent School District.

In consideration of its use of the Facility, the organization agrees to pay the required rental fees. It also agrees that the Edgewood Independent School District, its Board of Trustees, Agents, Employees and Representatives shall not be liable to the organization for damage to person or property regardless of whose negligence or acts of omission cause such injury or damage. The rental organization agrees to indemnify and save harmless the Edgewood Independent School District, its Board of Trustees, Agents, Employees and Representatives from all suits, actions, claims, expenses, including attorney's fees and damages of any character, type or persons or property rising out of or occasioned by the use of the premises used by the organization, its Agents, Patrons, Visitors, Guests, Representatives, Employees, or other persons allowed on premises by the organization during the time set forth on the attached forms. The rental organization hereby waives all defects that may exist on the premises to be used by the organization.

This organization represents to the Edgewood Independent School District that it has read the Agreement for Use of a Edgewood ISD facility and agrees to ALL provisions contained therein.

Printed Name of Organization Representative

Signature of Organization Representative

Representative's Title

Day Time Telephone

Organization Name

Physical Address

Today's Date

City / State / Zip