



Huckabay ISD

200 CR 421 • STEPHENVILLE, TX 76401 • MAIN 254-968-5274 • FAX 254-965-3740 • WWW.HISD.US

Huckabay Independent School District Facility Usage Agreement

This Facility Usage Agreement (“Agreement”) is entered into between **Huckabay Independent School District** (“District”) and the undersigned organization/individual (“User”) for the purpose of using District facilities as outlined below.

1. Application and Approval

- All facility usage requests must be submitted in writing to the District office at least **two (2) weeks** prior to the requested date.
- Approval is subject to availability, alignment with District policies, and authorization by the Superintendent or designee.
- The District reserves the right to deny or revoke approval at any time if conditions of this Agreement are not met.

2. Priority of Use

District athletic facilities exist primarily to serve the students of Huckabay ISD. Therefore, priority will be granted in the following order:

1. District-sponsored athletic and extracurricular activities (HISD)
2. Huckabay Youth Association (HYA)
3. Athletic teams that consist of Huckabay ISD students
4. For-profit organizations and private individuals.

3. Fees and Payment

- Facility usage fees for individuals or for-profit organizations shall be set by the District and provided to the User upon request.
- Fees must be paid **in full** prior to the scheduled event unless other arrangements are approved in writing.
- The District may require a **security deposit** to cover potential damages.

4. Supervision and Security

- The User must provide adequate adult supervision for all activities.
- District personnel (custodial, security, or technical staff) may be required at the User’s expense.
- The District may assign staff to be on-site, and their compensation will be billed to the User.

5. Rules of Use

The User agrees to the following conditions:

- Facilities must be left clean and in original condition.
- Tobacco, alcohol, vaping, drugs, and firearms are strictly prohibited on District property.
- Food and drink are permitted only in designated areas.
- Decorations must not damage property and must be removed immediately after the event.
- No equipment, furniture, or supplies may be removed from the facility.
- The User is responsible for the conduct of all participants and guests.



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6. Liability

- The User assumes full responsibility for any damage to District property or equipment.
- The User shall indemnify and hold harmless Huckabay ISD, its Board of Trustees, employees, and representatives from any claims, injuries, or damages arising from facility use.

7. Cancellations

- The District reserves the right to cancel reservations due to emergencies, school needs, inclement weather, or violations of this Agreement.
- Users who cancel must notify the District at least **48 hours** prior to the scheduled use for refund eligibility (if applicable).

8. Agreement Term

This Agreement applies only to the specific event(s) listed below. Continued use of District facilities requires a new application and approval.

Event Information

- **User/Organization Name:** _____
- **Contact Person:** _____
- **Phone/Email:** _____
- **Facility Requested:** _____
- **Date(s) of Use:** _____
- **Purpose of Use:** _____

Signatures

By signing this Agreement, the User acknowledges receipt of and agrees to comply with all terms, conditions, and District policies regarding facility use.

User/Organization Representative

Signature: _____ Date: _____

Huckabay ISD Representative

Signature: _____ Date: _____



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Huckabay Independent School District Facility Usage Agreement – Fee Schedule Addendum

This Fee Schedule Addendum outlines standard charges associated with the use of Huckabay ISD facilities. The Superintendent or designee reserves the right to adjust fees as necessary to reflect custodial, utility, and security costs.

1. Facility Rental Fees

| <u>Facility</u> | <u>For-Profit/Private Use</u> |
|-------------------------------|-------------------------------|
| Gymnasium | \$50 per hour |
| Cafeteria (no kitchen use) | \$40 per hour |
| Cafeteria (with kitchen use*) | \$75 per hour |
| Classroom(s) | \$25 per hour |
| Athletic Fields | \$40 per hour |

*Use of kitchen facilities requires the presence of District food service personnel at the User's expense.

2. Personnel Costs

Certain events require District personnel to be on-site. Fees are billed to the User in addition to facility rental.

| <u>Service</u> | <u>Fee</u> |
|--------------------------------------|--|
| Custodial Staff | \$20 per hour (per staff member, 2-hour minimum) |
| Food Service Staff (if kitchen used) | \$25 per hour (per staff member, 2-hour minimum) |
| Technology/AV Technician | \$30 per hour (per staff member, 2-hour minimum) |

3. Deposits and Other Charges

- **Security Deposit:** \$200 (refundable if no damages occur and facility is left clean)
- **Late Cancellation Fee:** \$50 (if cancellation notice is less than 48 hours before scheduled use)
- **Damage/Excessive Cleaning Fee:** Actual cost of repair or additional custodial time at \$20/hour

4. Payment Terms

- All fees must be paid in full prior to the event unless other arrangements are approved in writing.
- Security deposits will be returned within **10 business days** after inspection of the facility.



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5. Waivers

The Superintendent or Board of Trustees may waive or reduce fees for school-affiliated groups, civic organizations, or special community events that directly benefit Huckabay ISD students.

Acknowledgment

By signing below, the User agrees to the fee schedule, payment terms, and all conditions of the Huckabay ISD Facility Usage Agreement.

User/Organization Representative

Signature: _____ Date: _____

Huckabay ISD Representative

Signature: _____ Date: _____