

SMITHVILLE INDEPENDENT SCHOOL DISTRICT APPLICATION FOR USE OF SCHOOL BUILDINGS

The Smithville Independent School District (hereinafter referred to as "the District") agrees to let _____ (*individual, group, or organization*) (hereinafter referred to as "the Lessee") use the _____ (*name of facility*) at _____ (*location or campus*) on _____ (*date*) between the hours of _____ and _____, subject to the following conditions:

1. That the Lessee pays \$_____ (*rental fee*) and \$_____ (*deposit*). The deposit is refundable if the premises are left in a condition satisfactory to the Superintendent or designee. Payment of charge and deposit must be submitted to the _____ (*office*) when the agreement is signed but at least _____ days in advance of the use of the facility.
2. That the Lessee will also pay a charge of \$_____ for school personnel needed in connection with its use of the facility.
3. That the Lessee will use the facility only for the purposes consistent with law and as follows:

4. That, upon completion of this use, the Lessee will be responsible for restoring the facility to the condition observable prior to this use.
5. That the District may cancel a scheduled non-school use if an unexpected conflict arises with a District activity.
6. That the District may revoke its permission to use the facility at any time it is determined that a group's use damages or threatens to damage school property or violates Board policy and/or administrative regulations.
7. That the Lessee will abide by all laws and District policies, including those prohibiting the use, sale, or possession of alcohol, illegal drugs, firearms, tobacco products, and e-cigarettes, on District property.
8. That the Lessee accepts full responsibility for protecting school property and equipment and assumes any and all liability for repairs or replacement or for any damage done to buildings, equipment, or other school property used by the Lessee.
9. That the Lessee also assumes full responsibility for the conduct of any and all persons using the facility during the rental.
10. That the Lessee agrees to assume all liability and hold harmless and indemnify the District, its Board members, employees, and agents from any and all liability arising out of the Lessee's use of District facilities.

11. That the Lessee will furnish evidence of liability insurance coverage for the event and will name the District as an additional insured on the policy as specified by the District. [See GKD(EXHIBIT–B)]
12. That the Lessee understands and accepts that the District's insurance provides no coverage for the Lessee or any other user other than the District.
13. That the Lessee will exercise due diligence to not send employees or volunteers to work inside any District building(s) if they have a conviction or a history of deferred adjudication for any crime that may pose a serious potential risk of injury to students or other persons working in or visiting in the building(s). It is the Lessee's responsibility to determine the best way to exercise that due diligence.
14. That the Lessee will not use the facility for political advertising, campaign communications, or electioneering, as those terms are used in state law.

Will you be using a cafeteria?	_____	yes	_____	no
Will the kitchen be required?	_____	yes	_____	no
Will custodial service be required?	_____	yes	_____	no
Will table/chair set up be required?	_____	yes	_____	no

Executed on this _____ (date) day of _____ (month), _____ (year).

Lessee: _____

Position: _____

Organization: _____

Phone: _____

Lessor Name: _____

Position: _____

School District: _____

School District Employee in charge of opening and securing facilities:

Name

Position

Superintendent or Designee

Date

**SMITHVILLE ISD
SCHEDULE OF FEES**

RED BRICK BUILDING, CAFETERIAS AND SMALL GROUP AREAS

- A. Red Brick Building Auditorium: A base fee of \$150 will be charged for a 4 hour minimum. An hourly rate of \$37.50 will be charged for each hour over the 4 hour minimum.
- B. Cafeterias: A base fee of \$150 will be charged for a 4 hour minimum. An hourly rate of \$37.50 will be charged for each hour over the 4 hour minimum.
 - 1. If only the dining room is used, the manager shall not be required to be present, and the kitchen shall be closed in a manner that will prevent entry in the absence of cafeteria personnel.
 - 2. If the kitchen is used, the manager or an assigned worker shall be required to be present and will be paid a salary of \$15 per hour.
 - 3. Catering and kitchen use is available and negotiated through the Child Nutrition Director.
- C. Other small group areas in schools: A fee of \$50 per classroom will be charged for small group meetings.

GYMNASIUMS

A.	Use of gymnasium (base fee)	\$175
B.	Gymnasium supervisor/administrator	\$100
C.	Clean up facilities after use	\$100
D.	Ticket seller (1)	\$50
E.	Ticket taker (1)	\$50
F.	Scoreboard operator	\$50
G.	Official scorebook keeper	\$50
H.	Administrator for record keeping and submission	\$40
I.	Police Officer (1 @ \$45 per hour for 3 hours)	\$135
J.	Concessions – Smithville school organizations	\$ 0

Total Cost	\$750
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* Libero tracker (volleyball only) is an additional \$50 for a total cost of \$800

The above represents amounts required provided Smithville ISD furnishes the personnel and services as noted. Schools and organizations may provide some needed personnel thereby lowering the cost of using the gymnasium.

TIGER BASEBALL/SOFTBALL FACILITIES

A.	Use of baseball/softball field (base fee)	\$175
B.	Facility supervisor/administrator	\$100
C.	Clean up facilities after use	\$100
D.	Marking and preparation of field(s)	\$75
E.	Ticket seller (1)	\$50
F.	Ticket taker (1)	\$50
G.	Announcer	\$50
H.	Scoreboard operator	\$50
I.	Pitch count official	\$50
J.	Official bookkeeper	\$50
K.	Administrator for record keeping and submission	\$40
L.	Police Officer (1 @ \$45 per hour for 3 hours)	\$135

Total Cost	\$925
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* In the case of a **double header**, the schools will be charged an additional \$500.

Administrative Guidelines for Movie/Film making In Facilities and on Grounds of Smithville ISD

- Script of movie must be approved by the Superintendent.
- Only movies with a rating, or a planned rating, of “G”, “PG”, or “PG-13” will be permitted to be filmed in, or on, Smithville ISD facilities.
- Film making activities will not disrupt normal school operations

Schedule of Fees:

	<u>Daily rate</u> <u>(8 hrs. or more)</u>	<u>Min. charge</u> <u>(4 hrs.)</u>	<u>Hourly</u> <u>Rate</u>
Red Brick Building Auditorium	\$400	\$200	\$50
Gymnasiums	\$400	\$200	\$50
Other large areas: cafeterias, band halls, Ag. Barns, etc.	\$400	\$200	\$50
Barry Field, baseball, softball fields	\$400	\$200	\$50
Classrooms (per classroom)	\$ 80	\$ 40	\$10
Practice fields, playgrounds, parking lots	\$120	\$ 60	\$15

Additional Fee for use of buildings and facilities:

Custodian and/or cafeteria personnel normal hourly rate

Use of lights at outdoor areas	\$120	\$ 60	\$15
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Preparatory time must be considered and included in time computation.

Discounts: Nonprofit organizations (with a valid federal 501(c)(3) tax exemption) receive a 50 percent discount. Fees may be further reduced or waived if the event is deemed to be a particular benefit to the school or community and custodian costs are covered.

****Refer to SISD Board Policies (GKD (LEGAL) and GKD (LOCAL) for complete guidelines on use of school facilities****