

**Calhoun County Independent School District
Community/CCISD Employee Facilities Usage
Rental Agreement for Community Use of School District Facilities**

1. The applicant/organization will pay any charges provided in Board policy and/or administrative regulations on facility use for school personnel needed in connection with its use of the facility.
2. The applicant/organization agrees to provide bond and/or proof of insurance upon request, to the school administration, to indemnify the District and/or any person(s) whose property might be within the building, for loss or damage caused by any person(s) attending this meeting or event, whether connected with the renting applicant/organization or not, and for any damage or injury arising as result of this meeting. (CCISD EMPLOYEES ARE EXEMPT). **For an individual that does not have proof of bond and or proof of insurance a Release of Liability Community Use of School District Facilities form will need to be on file for each individual using District Facilities (see attached).**
3. The District assumes no responsibility for maintaining or improving the facility and makes no representation about its safety or suitability for intended use.
4. The District may revoke its permission to use the facility at any time or under any circumstances that the district may deem sufficient. A rental cannot interfere with a school program.
5. The applicant/ organization 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 property used.**
6. The applicant/organization agrees to assume all liability and hold harmless and indemnify the District, its Trustees, employees, and agents from any and all liability that may arise from the use of the facility.
7. The applicant/organization is notified that possession or being under the influence of any intoxicating beverage or drugs while in or on any part of public school property is strictly prohibited and shall result in appropriate legal action by the District.
8. The applicant/organization agrees to accept certified security officer(s) as deemed necessary by school officials.
9. The use of any tobacco product is prohibited on all district property.
10. All other posted rules must be followed.
11. Length and time of rentals shall be at the discretion of the principal.
12. Keys or card entry devices will be issued to attendants for rentals and returned.
13. **Attendants are required for all rentals at the rate of \$20.00 per hour, plus a minimum of one hour for clean up. (Not required for CCISD employees).**
14. CCISD employees may provide supervision and clean up during event.

Application for Use

Campus/Facility_____	Name of Renting Organization_____
Date(s) of Rental_____	Authorized Representative_____
Times of Rental_____	Address_____
Purpose of Rental_____	Telephone Number_____
Special Equipment_____	Signature of Representative_____

Disposition of Application

Application-Approved_____	Rental Fee	Required_____	Waived_____
Disapproved_____	District Attendant(s)	Required_____	Waived_____
	Cafeteria Attendant(s)	Required_____	Waived_____
	Security Officer(s)	Required_____	Waived_____

Signature of Maintenance Director

Date

Signature of Principal

Date

Rental fees are to be paid in advance and sent to Sabrina Mickle at the District Office. Send copies of this signed agreement to the Maintenance Department and to Sabrina Mickle at District Office.

[4/12/2017]

**CALHOUN COUNTY INDEPENDENT SCHOOL DISTRICT FACILITIES
USER FEE SCHEDULE**

All use arrangements will originate at the involved school site. Final approval for facility use resides with the campus principal.

Fees based on a 2 hour minimum

Facility	High School	Middle School	Elementary School
Gymnasium I - AC	N/A	Non-Profit \$140 Profit \$210	Non-Profit \$90 Profit \$135
Gymnasium II – Non-AC	Non-Profit \$ 90 Profit \$135	Non-Profit \$ 90 Profit \$135	Non-Profit \$60 Profit \$90
Auditorium	Non-Profit \$160 Profit \$ 240	Non-Profit \$66.00 Profit \$99	N/A
Cafeteria	Non-Profit \$70 Profit \$105	Non-Profit \$60 Profit \$90	Non-Profit \$50 Profit \$75

Non profit groups utilizing the practice gymnasiums for consecutive weeks, will be charged at a flat rate of \$ 27.00 an hour. (This does NOT include attendant fees).

RENTALS ARE HONORED ON A FIRST COME FIRST SERVED BASIS

AT LEAST ONE DISTRICT ATTENDANT MAY BE REQUIRED FOR ANY FACILITY RENTAL.

Additional help required shall be paid for by the user. When a cafeteria kitchen is used, a cafeteria attendant must be used in addition to the District attendant.

Other District facilities may be rented under special arrangement with the appropriate campus principal.

Attendants---\$20.00 per hour each plus a minimum of one additional hour clean-up for all rentals.

Calhoun County Independent School District Community Facility Usage

Report of Facility Use

Campus: _____

Length of Use:

	Date	# of Hours	Rate	Fee
	Date	# of Hours	Rate	Fee
	Date	# of Hours	Rate	Fee
	Date	# of Hours	Rate	Fee

District Attendants (s):

	# of Hours	Rate	Fee
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Cafeteria Attendant:

	# of Hours	Rate	Fee
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Total Fees Due

	Total Due
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Signature of Principal

Date of Report

- **A list of employees willing to serve as District Attendants is prepared and distributed annually by the Director of Maintenance. Updated lists are available upon request throughout the school year.**

BUILDING RENTAL RATE SCHEDULE

Rental Procedures and Fees for Use of School District Facilities

I. General Definitions

- A. **District facility** means any building, cafeteria, or other facility, including grounds, owned by Calhoun County Independent School District.
- B. **Rental** as used herein means the written permit issued to an applicant representing an organization, by the Superintendent or his authorized representative for use of District facilities.
- C. **Renter** as used herein included any association, public organization, partnership, or corporation who's lease is approved in accordance with these procedures.
- D. **CCISD employees sponsoring school student group/organizations/fundraisers** means any Calhoun County ISD employee or school student group/organization (example ag, athletics, band, cheerleaders, choir, robotics, sandettes, etc...)
- E. **Non profit group** is a group, as listed below, sponsoring an activity where the entire net proceeds are retained by the sponsoring non-profit organization.

EXAMPLES:

- 1. Local non-profit chartered civic organizations
 - 2. Local non-profit fraternal organizations
 - 3. Local government organizations
 - 4. Local non-profit education organizations
 - 5. Local non-profit religious organizations
 - 6. Local chartered charitable organizations
- F. **Profit group** sponsoring an activity by or for the benefit of a profit oriented or motivated corporation or business.
 - G. Rentals are honored on a first come first served basis.

II. Facilities Not Available

- A. With the exception of use as a polling location, the following facilities shall not be available for non-school use:
 - 1. Administration Building
 - 2. Maintenance Department
 - 3. Transportation Department
 - 4. Calhoun High School Competition Gym (exception project graduation)

III. CCISD Employees Sponsoring a School Student Group/Organizations/Fundraisers

- A. Will NOT be subject to rental charge for school facilities (with the exception of kitchen) subject to the conditions outlined below.
- B. This “no rental charge policy” will not be applicable if the purpose of the CCISD employees and student groups/organizations is to raise funds for a profit making organization or activity. CCISD employees and student groups/organizations will be charged for extra service provided and a utility fee of half the cost of a non-profit group.
- C. Rental fees will apply when CCISD employee receives compensation from fees collected from camps, tournaments, or select team usage.

IV. Sandcrab Stadium

A. Night Rental Fees

1. Non-profit Groups: \$400.00 for two (2) hours minimum; \$200.00 per additional hour(s) or parts thereof, plus cost of any extra service desired.
2. Profit Groups: \$600.00 for two (2) hour(s) minimum; \$200.00 per additional hour(s) or parts thereof, plus cost of any extra service desired.

V. Baseball & Softball Fields

1. Non-profit Groups: \$200.00 for two (2) hours minimum: \$100.00 per additional hour(s) or parts thereof, plus cost of any extra service desired.
2. Profit Groups: \$300.00 for two (2) hours minimum: \$150.00 per additional hour(s) or parts thereof, plus cost of any extra service desired.

VI. Gymnasium

High School, Middle Schools, and Elementary Schools are available.

- A. Air Conditioned Middle School Non-profit: \$140.00 for two (2) hours minimum; \$70.00 per additional hour(s) or parts thereof; plus cost of any extra services desired. Profit: 210.00 for two (2) hours minimum; \$105.00 per additional hour(s) or parts thereof; plus cost of any extra services desired.
- B. Non Air Conditioned High and School Middle School Non-profit: \$90.00 for two (2) hours minimum; \$45.00 per additional hour(s) or parts thereof; plus cost of any extra service desired. Profit: \$135.00 for two (2) hours minimum; \$67.50 per additional hour(s) or parts thereof; plus any extra services desired.

- C. Air Conditioned Elementary Non-profit: \$60.00 for two (2) hours minimum; \$30.00 per additional hour(s) or parts thereof; plus cost of any extra services desired. Profit: \$90.00 for two (2) hours minimum; \$45.00 per additional hour(s) or parts thereof; plus any extra services desired.
- D. High School and Middle School Practice Gyms: Non-profit groups utilizing the gymnasiums for consecutive weeks, will be charged at a flat rate of \$ 27.00 an hour. (This does NOT include attendant fees).

VII. Cafeteria (without use of kitchen)

- A. High School Non-profit Groups: \$70.00 for two (2) hours minimum; \$35.00 per additional hour(s) or parts thereof; plus cost of extra services desired. Profit: \$105.00 for two (2) hours minimum; \$52.50 per additional hour(s) or parts thereof; plus cost of extra services desired.
- B. Middle School Non-profit Groups: \$60.00 for two (2) hours minimum; \$30.00 per additional hour(s) or parts thereof; plus cost of extra services desired. Profit: \$90.00 for two (2) hour(s) minimum; \$45.00 per additional hour(s) or parts thereof; plus cost of extra services desired.
- C. Elementary School Non-profit Groups: \$50.00 for two (2) hours minimum; \$25.00 per additional hour(s) or parts thereof; plus extra services as desired. Profit: \$75.00 for two (2) hours minimum; \$37.50 per additional hour(s) or parts thereof; plus extra service desired.

VIII. Cafeteria (with use of kitchen)

- A. High School Non-profit Groups: \$100.00 for two (2) hours minimum; \$50.00 per additional hour(s) or parts thereof; plus cost of extra services desired. Profit: \$150.00 for two (2) hour minimum; \$75.00 per additional hour(s) or parts thereof; plus extra service desired.
- B. Middle School Non-profit Groups: \$90.00 for two (2) hours minimum; \$45.00 per additional hour(s) or parts thereof; plus cost of extra service desired. Profit: \$135.00 for two (2) hour minimum; \$67.50 per additional hour(s) or parts thereof; plus extra service desired.
- C. Elementary School Non-profit Groups: \$80.00 for two (2) hours minimum; \$40.00 per additional hour or parts thereof; plus cost of extra service desired. Profit: \$120.00 for two (2) hours minimum; \$60.00 per hour(s) or parts thereof; plus cost of extra service desired.

IX. Auditoriums

- A. High School Non-profit Groups: \$160.00 for two (2) hours minimum; \$80.00 per additional hour or parts thereof; plus cost of extra service desired.

Profit: \$240.00 for two (2) hours minimum; \$120.00 per additional hour(s) or parts thereof; plus cost of extra service desired;

- B. Middle School Non-profit Groups: \$66.00 for two (2) hours minimum; \$33.00 per additional hour or parts thereof; plus cost of extra service desired. Profit: \$99.00 for two (2) hours minimum; \$49.50 per additional hour(s) or parts thereof; plus cost of extra service desired.

X. Equipment Rental

- A. 6 & 8 Foot Tables. Non-Profit & Profit Groups: \$2.50 per table.
- B. Folding Chairs Non-Profit & Profit Groups: \$0.10 per chair.

- XI. Facility grounds for community use are on a first come first served basis. Groups interested in using grounds must contact the Maintenance Department.

Calhoun County Independent School District
Release of Liability
Community Use of School District Facilities

I agree that by voluntarily using facilities associated with Calhoun County Independent School District while participating in non-school related activities, to assume any and all liability and hold the districts, its Trustees, employees, and agents harmless from all claims or action which I (or my child) ever had, now have, or may have in the future or any liability for injuries or damages which occur to me (or my child) as a result of participation on any facility. I expressly waive all claims for medical expenses, loss of services, or other claims to which I may otherwise be entitled and I agree to indemnify and hold harmless the Calhoun County Independent School District, its Trustees, employees, and agents from all claims made by third parties against it or them which result from my (or my child's) actions while on any facility.

I understand that the district, its Trustees, employees, and agents are not waiving any sovereign or governmental immunity which it or they have under Texas law.

I have read and understand this release and sign it voluntarily and will full knowledge of its significance.

Printed Name

Signature (If under age 18 parent/guardian)

Date

Child's Name