



HOOKS INDEPENDENT SCHOOL DISTRICT USE OF SCHOOL FACILITIES

GENERAL CONDITIONS

The materials below, including the rental fee schedule, set out the conditions for rental and use of District school buildings and facilities. [See GKD(LOCAL)]

School buildings or facilities will be made available at a rental charge commensurate to the operating cost to the public, subject to the following:

1. The activity must not interfere with the normal use of the building by school personnel, nor will the use of the facility cause wear judged harmful to the facility.
2. The group sponsor, chairperson, or leader will be responsible for the facility being used.
3. The group or organization renting the school facility will be held responsible for any damage to the facility resulting from the use of the building.
4. Classrooms or areas where personal property is not secured will not be rented.
5. The possession or consumption of alcohol is prohibited by law on all school premises. The use of tobacco products is strictly prohibited on all District-owned or controlled property.
6. Food consumption will be regulated by administrative procedures. The director of food services must approve any kitchen use or use of food service equipment in advance. Use of food service equipment will be permitted only under supervision of food service personnel. Food service personnel will be compensated at the rate of one and one-half times the hourly rate. This rate is in addition to that charged for building use.
7. The use of the auditorium sound system and lighting will be regulated by the students from the drama department. Only appropriate personnel will be allowed to use lighting and sound system. The personnel assigned to handle the sound and lighting will be compensated based on a rate set by the administration to appropriately handle the event.
8. No facility will be rented for the purpose of a public dance.
9. Rental areas are to be left clean after use. Lessees will be billed by the District for services provided by District personnel.
10. Licensed security personnel or a certified police officer will be required for any competitive event or for any event that involves any group activity that is expected to have more than 100 attendees.



GROUP CLASSIFICATION

Classification I will include nonprofit groups and activities serving the youth of the District and community as well as class reunion groups. Facilities will be available at no cost during normal school days and hours for groups in this classification, but activities may not conflict with the daily operation of the school. Fifty percent of a youth athletic team or any other youth group (school age) must be enrolled in District schools.

Classification II will include nonprofit groups and activities serving the entire community of all ages but will not be limited to the District. Classification II will be charged for personnel and maintenance costs during and after the normal school day.

Classification III will include all other groups and activities (For profit groups, family reunions, receptions etc.). This classification will be charged personnel, operations, and utility costs commensurate with the prorated cost of the area under normal school conditions. Example: High School Cafeteria utility cost per day would be approximately \$50.00.

SCHOOL GROUNDS

School grounds will be available for community use and are subdivided into two categories: play fields and competition fields. Each campus administrator will be responsible for overseeing their respective accommodations.

Play fields will be open for community use on a first-come, first-serve basis.

Disruptive behavior will not be tolerated. Criminal trespass warnings will be issued to any individual found to be acting in an unacceptable way or causing damage to District property.

Competition (interscholastic) fields and areas are reserved for use by District athletes or playoff games. These fields are not typically made available for rental. Special consideration will be given to one-time communitywide events.

SECURITY

Lessees will be responsible for providing security when required by the school administration.

INSURANCE REQUIREMENTS

All groups wishing to rent a District facility must provide to the District, before the scheduled activity, a certificate of liability insurance in the amount of \$1,000,000 listing the District as an additional insured for the dates specified on the rental agreement.

Any exception to the liability insurance requirement must be approved by the District's insurance carrier, prior to the rental and/or use of the facility.



BUILDING RENTAL FEE SCHEDULE

The building rental fee schedule is as follows:

Location	Classification I	Classification II	Classification III
Elementary Cafeteria	NC	\$100	\$500
Jr. High Cafeteria	NC	\$100	\$500
High School Cafeteria	NC	\$100	\$500
High School Auditorium	NC	\$100	\$500

- \$100 deposit required in addition to use fee.
- \$100 key deposit is required.
- Deposit will be refunded if facilities are left clean and no damage has been done according to completed facility use walk through by maintenance personnel within 48 hours of the respective event.



Facilities Use application form

Date of Application: _____ Name of School: _____

Specific Area Requested:

Equipment Needed:

Type of Program (*Be Specific as to Name of Speaker, Type of Entertainment, Activities, Etc.*): _____

Expected Attendance Count: _____

Day Date Time (Circle if a.m. or p.m.)

_____ am / pm to _____ am / pm
_____ am / pm to _____ am / pm
_____ am / pm to _____ am / pm

We hereby certify that we shall be personally responsible, on behalf of our organization, for any damage or abuse of school buildings, grounds, or equipment growing out of the occupancy of said premises by our organization. We agree to abide by and enforce the rules and regulations of Hooks Independent School District governing the non-school use of buildings, grounds, and equipment as delineated in "Rules and Regulations for Non-School Use of School Property" attached to this application.

We agree and undertake to save and hold harmless the Hooks Independent School District from any and all claims for damages, personal or otherwise that may arise out of the use of said property, whether by a member of our organization or by other person using or enjoying said property, and without regard to whether damage, personal or otherwise, is brought about or caused by the negligent operation of said property by us.

Name of Organization: _____

Name & Title of Authorized Agent (PRINT): _____

Signature of Authorized Agent: _____

Address: _____

Phone: _____ Fax: _____ Mobile: _____

E-Mail: _____

Classification: _____ Fee Charged: \$ _____

Approved (*Principal or Administrator*): _____ Date Approved: _____



Facility Condition

Rental Facility	
Floors and Floor Coverings	
Window	
Walls and Ceilings	
Lights and Fixtures	
Doors	
Trash	
Keys Returned	
Other	
Restrooms	

Maintenance Checklist completed on (Facility)_____

Approved by:_____ Date _____

Renter/Leasee Date _____