

**MARION INDEPENDENT SCHOOL DISTRICT
FACILITY USAGE APPLICATION**

Organization name: _____

Facility requested: _____

Area(s) requested: _____ Nature of activities: _____

Number of people expected: _____ % of participants residing in MISD: _____%

Beginning date of use: _____ Ending date of use: _____

Hours of use: From _____ am/pm To _____ am/pm Total Hours Per Date: _____

Utilities needed (yes or no) A/C _____ Heat _____ Lights _____

Special equipment needed: _____

The following person(s) will be present to supervise the activity: _____

Phone number of contact person during event: _____

E-mail address of contact person during event: _____

Will admission fees or donations be collected for this event? (yes or no) _____

Use of fees collected: _____

FOR COMPLETION BY DISTRICT ADMINISTRATION

Campus Approval: _____ Approved _____
_____ Denied Principal Signature Date

Certificate of Insurance: _____ Approved _____
_____ Denied Business Managers Signature Date

Custodian Needed: _____ Yes Security Needed: _____ Yes
_____ No _____ No

If yes, # of hours: _____ Hrs. If yes, # of hours: _____ Hrs.
of custodians _____ # of officers _____

Fees: Annual Administrative Fee _____

Utilities: \$ _____ per hr.

Rental: \$ _____ per hr.

Custodial \$ _____ per hr.

Security: \$ _____ per hr.

General Rule & Regulations

1. Groups or individual(s) wanting to rent MISD facilities must complete the Facility Usage Application.
2. Priority for rental requests will be based upon a category in which the request falls. The priority order will be Group 1, Group 2 and Group 3.
3. The following documentation must be submitted before the request will be processed:
 - a. Facility Usage Application packet completed and signed (3 documents – Application, General Rules & Regulations, and Hold Harmless Agreement)
 - b. Current insurance documents (3 documents – Certificate of Insurance and 2 endorsements)
 - c. A roster of student participants for any group requesting Group 1 or 2 rates
 - d. A copy of the 501 (c)3 status from the Office of the Secretary of State, if requesting non-profit status.
4. It is the sole responsibility of the renter to provide these documents. No reminders will be issued.
5. Facilities will not be rented during the summer break, on school holidays, or the weekend immediately preceding or following those designated holidays.
6. All users of school district facilities shall ensure that:
 - a. Permission to use the facility or any portion thereof shall not be transferred to a third party.
 - b. District facilities are left neat and in orderly condition ready for the next school day.
 - c. All users of the facilities understand that security cameras are in place and can be reviewed if necessary.
 - d. Smoking or the use of tobacco products is not allowed on school property. This includes school buildings and grounds, even when school is not in session. Authorized agents for the organization using school district property are responsible for enforcing this policy.
 - e. No alcoholic beverages, intoxicant or controlled substances in any form may be brought onto school district property. Any person under the influence will be denied participation in any activity.
 - f. Under no circumstances will firearms be allowed on school district property.
 - g. All users of facilities must adhere to all fire codes. No open flames will be permitted on or in school district property.
 - h. Only the designated areas in the application shall be used. No food or drink without prior approval.
 - i. Classroom materials and school equipment will not be permitted for use without prior approval.
 - j. Do not allow anyone into the building who is not part of your activity or event.
 - k. Children must be supervised at all times.
 - l. All areas are to be left in a clean and orderly condition after use. All tables, desks and chairs will not be moved without prior approval.
 - m. The applicant agrees to abide by the hours stipulated in this application and will be expected to have all individuals participating in the activity out of the building at the expiration of the time authorized in this application.
 - n. Any application for the use of a district facility may be revoked without prior notice where conflicting dates have resulted or where need of the property for public school purposes has subsequently developed. In the case of a schedule conflict, first priority will be given to the school function and will suspend this application.
 - o. No pets will be allowed on district property with the exception of guide dogs.

- p. The applicant agrees that they will be financially responsible for any damages or losses sustained to the building, furniture, equipment or grounds, accruing the occupancy of use of said facilities. Damages or losses will be reported immediately to the district.
- q. Any changes to this application must be submitted in writing and approved before the event.
- r. Violation of any of the above rules/regulations shall be justification for immediate termination of the event and denial of future use requests.
- s. An invoice will be sent to the address on this application. Payment is due within 10 days from the invoice date.

In accordance with the requirement of the Marion Independent School District policy for facility usage, I hereby waive all rights of subrogation against Marion ISD, its Board and employees.

I certify that I have been duly authorized by the organization to act on its behalf in making the application for use of facilities. I also certify that I have read the above rules and regulation, condition and terms of this application; and that I, and the organization which I represent, will abide by them and all other rules and regulations which are communicated to us by the Marion ISD Board of Trustees and its authorized agents.

Signature of Applicant Representative

Date

Printed Name

Address for Billing

Telephone Number

City

State

Zip

Hold Harmless & Indemnity Agreement

The undersigned, _____, agrees to hold harmless and indemnify the Marion Independent School District, its Board members, officials and their respective employees against any and all claims and demands or actions which may hereafter at any time be made or instituted against the Marion ISD, its Board members, officials and/or any of their respective employees which may arise out of the use of any school property or facility by the _____.

The undersigned, _____, hereby releases and forever discharges Marion ISD, its Board members, officials and any respective employees who might be claimed to be liable for any and all claims, demand, damages, actions, causes of action, suits, judgments, or executions by reason of any losses incurred during the use of a Marion ISD property or facility which may arise out of the use of such property or facility by the _____.

It is further stipulated and agreed that the laws of the State of Texas shall control in the construction of this instrument.

ACKNOWLEDGED AND AGREED:

Authorized Signature

Date

Organization Name