

**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 Rules & Regulations

1. Groups or individual(s) wanting to rent MISD facilities must complete the Facility Usage Application.
2. 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 ©3 status from the Office of the Secretary of State, if requesting non-profit status.
3. It is the sole responsibility of the renter to provide these documents. No reminders will be issued.
4. 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.

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Signature of Application Representative

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Date                      Printed Name

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Address for Billing

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Telephone Number

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City

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State                      Zip