

**Hitchcock Independent School District  
FACILITIES USE RATES**

- A. Eligible non-profit community organizations may apply to use Hitchcock ISD facilities for meetings, sports, programs or other events.
- B. If the application is approved, the group will be charged a facilities use fee to pay for utilities, restroom supplies, or other incidental costs. Use of Hitchcock ISD facilities by outside groups may not create any expenses for Hitchcock ISD.
- C. An employee of Hitchcock ISD must be present for the duration of all events. The employee is paid time and a half. The hourly rate will be included in the facilities use fee unless the employee volunteers to be present at no cost to the organization.
- D. Use of kitchen facilities will require at least a Hitchcock ISD cafeteria employee to be present. This employee's time and a half rate will also be included in facilities use fee unless the employee volunteers to be present at no cost to the organization.
- E. Rates:

Facility	Minimum Two (2) Hours	Each Additional Hour
Gym	250.00	110.00
Cafeteria		110.00

**Hitchcock Independent School District  
APPLICATION AND CONTRACT FOR USE OF SCHOOL FACILITY**

**DIRECTIONS:** Please complete all details of this application. It must be signed by an officer of the organization requesting use of the facilities. This form must be approved by the campus principal at least two weeks prior to the date(s) needed. **Type or print all** of the information below, excluding the signatures.

**CONDITIONS OF APPLICATION:** In making this application, it is understood and agreed that the provisions of the Rules and Regulations Governing the Use and Rental of School Facilities as adopted by the Board of Trustees of the Hitchcock Independent School District be adhered to in every instance. A complete copy of these Rules and Regulations is available in the principal's office. See the attached "General Provisions" for pertinent excerpts. Furthermore, it is agreed that any fee to be paid in connection with the use of school facilities shall be due and payable upon receipt of a statement from the campus principal.

The applicant hereby agrees and undertakes to save and hold harmless the school district, its officers, agents and employees 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 his/her organization or by other persons using or enjoying said property and without regard to whether the damage, personal or otherwise is brought about or caused by negligence whether on the part of the applicant or the school district or both.

- 1 Date of application \_\_\_\_\_
- 2 Date(s) needed \_\_\_\_\_
- 3 Nature of Activities \_\_\_\_\_
- 4 Area of Specific Facilities (Cafeteria, Library, etc.) \_\_\_\_\_
- 5 Time Period            From            AM/PM To            AM/PM  
\_\_\_\_\_
- 6 Admission Charge            Yes    No  
\_\_\_\_\_
- 7 Purpose of Proceeds \_\_\_\_\_
- 8 Number of Persons  
Expected \_\_\_\_\_
- 9 If Special Services or equipment will be needed, please describe your needs below: (Examples: tables, chairs, PA System, podium, TV/VCR, Overhead, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address of Organization \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Print** Title and Name of Authorized Representative \_\_\_\_\_

Signature of Representative \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Indicate relationship of your Organization to Hitchcock ISD (if any)

**IMPORTANT – If the authorized representative is not to be sent the statement, please send statement to:**

Name \_\_\_\_\_ Facility Use Charge \_\_\_\_\_

Mailing Address \_\_\_\_\_ Custodial Charge \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Personnel Charge \_\_\_\_\_

\_\_\_\_\_ Total Charges \_\_\_\_\_

Date(s) available on Hitchcock ISD Master Activities Calendar: Yes No

Approved: Yes No \_\_\_\_\_

Campus Principal's Signature

Date: \_\_\_\_\_

I am an Hitchcock ISD employee and will be present at all times to ensure the proper use of the facilities, note any damages, and secure the facilities after use.

Printed Name of Employee \_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

## **Hitchcock Independent School District GENERAL PROVISIONS**

Hitchcock ISD reserves the right to request payment of fees in advance.

Responsibility for enforcement of all regulations shall be with the organization using the facility.

**Violation of Rules and Regulations for the use of school facilities or inaccurate or untruthful statements in the application may place the organization on the ineligible list for future use of school facilities.**

Alcoholic beverages will not be permitted on school property at any time.

Smoking in school facilities is prohibited by state law. Violations are punishable by a fine not to exceed \$200.00.

Decorations must be fireproof and shall be erected and removed in a manner not destructive to school property.

All loss or damage to school property, including the property of pupils and employees shall be the responsibility of the using organization during the time the building is in use.

Damage or misuse of the facilities and equipment of the school district shall be paid for in full by the organization chargeable with its use.

In all cases, the designated Hitchcock ISD representative shall make the determination of the extent of misuse. All payments for loss or damages are to be made payable to Hitchcock ISD.

The Hitchcock Independent School District, the Board of Trustees, and employees shall not be responsible for injury, damage to or loss of property upon school premises sustained by the applicant.

The individual representatives of the organization using the facilities shall secure the names of witnesses to any accident or damage to or loss of property that may occur during said use and shall furnish to the principal or his designated representative a written report of such accident, damage or loss and shall assume liability which may rise from such accident, damage, or loss.

The use of any paints, cleaners, waxes or other materials on floors or other parts of the building is strictly prohibited unless specific written approval is obtained from the principal or his/her designated representative.

Furniture or equipment may not be removed or displaced except with permission of the school principal or his/her designated representative. All use of equipment must be under the supervision of a school employee.

Buildings will be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled end of the program. The organization will be charged for that entire time. A two (2) hour minimum will be charged for all activities.

Liquefied petroleum gas will not be used in any building or any campus at any time.

School facilities will be made available to regularly organized church congregations for a temporary period of time for regular worship services on the one day per week recognized as their day of worship. The church group must have acquired property and be in the process of planning or building a church plant for its use.

A custodian or custodians will be assigned by the principal for all activities which require custodial service for arranging or rearranging furniture and equipment before or after the meeting and for cleaning up. All assigned employees will be paid only by Hitchcock Independent School District. The organization using the building will pay no honorarium and will not tip the custodian or any other employees.

If air conditioning or heating is required, a qualified operator must program the system for the period of time the heating or air conditioning equipment is in use.

All specialized equipment will be operated by employees of Hitchcock ISD.

Corridors, exits, and stairways must be free of obstructions at all times. Members of audience or spectators must not stand or sit so that exits, aisles, or stairways are blocked.

When gymnasiums are used by authorized groups, such as school groups and youth league sponsored activities, gym shoes must be worn by all persons using

gymnasium floors for play or game activity. Persons dancing on gymnasium floors should not wear shoes which will be injurious to the floor surface.

If specialized personnel such as “Police, Firemen, or Parking Lot Attendants”, are required to assist in the activities requested, these personnel must be secured by the sponsoring organization.

Meetings shall not extend beyond midnight on any occasion.

**STATEMENT**

**I have read, understand, and agree to adhere to the General Provisions of the Use of Hitchcock Independent School District facilities.**

\_\_\_\_\_

Date

Signature of Organization’s Representative

Schematic for set up

