

Henderson ISD  
201902

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(EXHIBIT)

The following exhibits may be used for nonschool use of school facilities in the District:

Exhibit A: Facility Rental Request Form — 2 -3 page

Exhibit B: Facility Rental Fee Schedule — 4 page

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HENDERSON INDEPENDENT SCHOOL DISTRICT  
FACILITY RENTAL REQUEST FORM

Organization: \_\_\_\_\_

Activity/Purpose: \_\_\_\_\_

Are Henderson ISD Students Involved  Yes  No

Non-Profit Status:  Non- Profit Organization  For Profit Organization

Name of Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_.

Address: \_\_\_\_\_

School Requested: \_\_\_\_\_

Facility or Room Requested: \_\_\_\_\_

Date(s): \_\_\_\_\_

Facility Unlock Time: \_\_\_\_\_ Lock Down Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Estimated Facility Rental Fees \_\_\_\_\_ Hours @ \_\_\_\_\_ Rate = \_\_\_\_\_ Total Rental Fee

Estimated Additional Charges \_\_\_\_\_ Hours @ \_\_\_\_\_ Rate = \_\_\_\_\_ Total Other

Estimated Additional Charges \_\_\_\_\_ Hours @ \_\_\_\_\_ Rate = \_\_\_\_\_ Total Other

Total all fees \$ \_\_\_\_\_ 50% deposit due with request.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Administrator/ Director Signature \_\_\_\_\_ Date \_\_\_\_\_

**Below for Superintendent's Office Use:**

Application Approved:  Denied:

Rental Fees waived

Liability Insurance waived

Superintendent's Signature: \_\_\_\_\_

## GENERAL RULES

All personnel are secured by HISD. The number of personnel is determined by event type, event size and administration. At the districts discretion, events may be supervised by designated staff, paid at supervisory rate.

1. Groups or individuals wanting to rent HISD facilities must obtain a Facility Rental Request Form found on the HISD website, at any HISD campus, or at the HISD administration building.
2. Priority for rental requests will be based on the category in which the request falls. Non-profit organizations will receive priority followed by for-profit rentals.
3. All rental agreements will be handled by the Campus requested. After completion the form will be forwarded to the Superintendent's office for final approval.
4. The following documentation must be on file with the HISD Superintendent's Office before a rental agreement will be approved:
  - a. The Facility Rental Request Form completed and signed by the Superintendent.
  - b. A current insurance certificate with limits of at least \$1,000,000 general liability unless the Superintendent as waived the insurance requirements
  - c. A 50% deposit is included with the application when submitted to the Superintendent's office.
5. It is the sole responsibility of the renter to provide these documents. No reminders will be issued from the Superintendent's Office.
6. Rental agreements must be processed no later than 14 days prior to the event.
7. Payment in full is required no later than 14 days prior to the event.
8. For extended rentals, monthly payments are required in advance.
9. Any changes to the signed contract must be made no later than **one week in advance**. Rental amounts will not be decreased after the fact if the facility is not used for the entire contracted time.
10. School facilities will not be rented on the evening immediately preceding or during the designated State testing days (TAKS Tests).
11. All users of school district facilities shall:
  - a. Ensure that permission to use the facility of any portion thereof shall not be transferred to a third party.
  - b. Ensure that district facilities are left neat and in orderly condition ready for the next school day.
  - c. Ensure that all signage and decorations shall be taken down following an event. Decorations may not deface property.
  - d. Ensure the use of open flames, such as candles, are not used.
  - e. Ensure that no fixtures, equipment, or furniture shall be removed from any building.
  - f. Ensure that all food and drinks are only allowed in designated areas and must be removed and area left clean after the event.
  - g. Ensure that no smoking takes place in district buildings and/or on school property
  - h. Ensure that alcoholic beverages or drugs in any form are not permitted or to be served in buildings or on school grounds in accordance with Texas State Laws and Drug Free Schools policy.
12. No chairs, food, or drinks are allowed in the gym areas. Any damage caused by these items will be assessed to the renter and may result in loss of further use of District facilities.
13. No equipment or supplies of the renters will be stored on school property.
14. All children must be supervised at all times and remain in assigned areas.
15. District equipment, such as public address systems, microphones, speakers, audio/video equipment, risers and projectors, is not available for use by outside organizations unless prior approval has been obtained from HISD.
16. No electrical appliances will be allowed in the school buildings.
17. Henderson ISD has the right to refuse and/or terminate a rental. Reasons include but are not limited to the following: space availability, over usage of a facility, failure to pay in a timely fashion, failure to comply with all rules and regulations, recurring losses and/or damage, inappropriate behavior or the renter or their audience.

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HENDERSON INDEPENDENT SCHOOL DISTRICT  
FACILITY RENTAL FEE SCHEDULE

Min. Hours      Rate/Hour      Deposit      Additional Requirements

High School/District Facilities

Dining Hall	3	\$50		Custodian
Kitchen	3	\$40		Cafeteria worker
Classroom	3	\$15		
Competition Gym	3	\$75		Custodian
Auxiliary Gym	3	\$60		Custodian

Middle School Facilities

Dining Hall	3	\$50		Custodian
Kitchen	3	\$40		Cafeteria worker
Competition Gym	3	\$75		Custodian
Classroom	3	\$15		
Auditorium	3	\$100		Custodian

Elementary Facilities

Northside Gym	3	\$60		Custodian
Northside Kitchen	3	\$40		Cafeteria worker
Northside Dining Hall	3	\$50		Custodian
Northside Classroom	3	\$15		

Athletic Fields and Outdoor Facilities (Athletic Department will determine availability)

Baseball/Softball Fields	3	\$75		Lights add \$25/hour
Lion Stadium	3	\$250		Lights add \$25/hour

Additional Charges when required:

Custodian	\$20/hour
Maintenance	\$30/hour
Supervisor	\$40/hour
Cafeteria Worker	\$20/hour
Security	\$25/hour

\*All deposits are 50% of charges.

\*A cafeteria worker is required for all kitchen rentals.

\*Add 2 hours to custodian charges for preparation and clean-up.