



FACILITIES RENTAL REQUEST INFORMATION GONZALES INDEPENDENT SCHOOL DISTRICT

Instructions

1. Complete the request form and submit no later than two (2) weeks prior to the event.
2. Once the form has been completed, send it to the building administrator (i.e. principal).
3. The building administrator will send to the Chief Facilities and Operations Officer for final approval.
4. Once approved, the Chief Facilities and Operations Officer will forward a signed agreement with preliminary costs to the contact person listed in the attached form. These costs must be paid in advance of the facility usage.
5. After the rental has concluded, a final cost will be calculated based on actual use time and services received and sent to the contact person listed in the attached form.
6. Checks should be made payable to Gonzales ISD and submitted to the attention of Accounts Receivable at 1711 N Sarah DeWitt Drive, Gonzales, Texas 78629.
7. If you have any questions, please call Connie Avant at (830) 672-9551.

Notice to Prospective Renters

1. The user organization must designate one (1) primary contact (responsible party) as well as provide proper adult supervision by capable sponsors while the building or facility is in use.
2. Keys will not be issued. GISD staff will unlock and lock the building according to the rental times listed on the request form.
3. Total costs communicated prior to the rental are calculated using the rental fee schedule attached and based on estimated usage and services as listed on the request form. Following the rental, final costs are calculated based on actual usage and times. All additional usage must receive written approval beforehand.
4. Custodial services are generally required for a minimum of one hour and will be billed at a rate of \$25 per hour.
5. Classroom space requires prior approval by the Superintendent.
6. Athletic facility requires prior approval by the Athletic Director.
7. The District reserves the right to cancel any rental due to an unforeseen District event. A good faith effort will be made to reschedule events to a time acceptable to both the District and renter.

Priority Rating Schedule for Facility Usage

1. Local schools using own facilities (includes community and higher education classes).
2. School-related groups (PTO, Booster, Student Clubs and Organizations, etc.)
3. Community youth groups (Boy/Girl Scouts, Little League, 4-H, etc.)
4. Public elections
5. Organized cultural and recreational groups (community concerts, choirs, plays, etc.)
6. Religious groups having regular or established congregations within the District
7. Private individuals or individuals having permission from District administration

Rental Fee Schedule

(Hourly prices listed unless otherwise noted; 2 hour minimum rental)

- Cafeteria \$50
- Cafeteria and Kitchen \$75
- Cafeteria and Gymnasium \$125
- Junior High Auditorium \$150
- Classroom \$50
- Gymnasium for Athletic Purpose \$325
- Softball/Baseball Field \$500 per event
- Apache Field \$850 per event

Fees will generally not be charged for priorities 1-4. Groups or individuals in priorities 1-7 will be charged for building usage and custodial services as deemed necessary by the Gonzales ISD.

Insurance Requirements

Any non-school organization/private individual using school facilities will be required to provide an original Certificate of Insurance, with GISD named as the certificate holder. Lessee shall be liable for all bodily injury and property damage occurring during the time Lessee is in possession of the premises. Any damage to the school facility shall be repaired or replaced within thirty (30) days from the date of said damage. If repairs are not made by the Lessee within such time, Lessor shall have the right to make any such repairs and bill the Lessee for the costs of same.

Lessee shall be required to maintain the following minimum limits of liability while occupying the premises:

\$1,000,000	Bodily injury and property damage
\$1,000,000	Products and completed operations
\$500,000	Fire legal liability
\$50,000	Medical payments

Insurance policies shall list the Gonzales Independent School District as an additional insured and shall be written by an "A" or better BEST rated company. Certificates of Insurance shall be submitted prior to occupying the premises.

FACILITY RENTAL RULES AND REGULATIONS

1. The Gonzales Independent School District rents certain of its facilities only to educational, religious, civic organizations and to such non-profit making organizations as approved by the Board, for entertainment, recreation, self-improvement, or community involvement when such rental does not interfere or conflict with any school activity.

2. Use of school facilities shall be limited to higher education programs, to other school districts, and to certain activities held by groups or organization located within the boundaries of the GISD.

3. School facilities are not rented on Sundays by any organization other than an established religious group for church services unless specifically authorized by the Superintendent.

4. School facilities may not be rented past 10:30 p.m.

5. Contracts will not be issued more than 30 days prior to the date of the rental. Permission to rent school facilities will be non-transferable.

6. The District will have a custodian or other designated employee in the building throughout the time the facility is in use. This person shall be responsible for opening and closing the facility, but is not responsible for supervising the lessee's group or its activities.

7. Fees in connection with use of school facilities are paid to and/or collected by the GISD Business Office. Organizations using District facilities will pay no honorarium and will not "tip" the District employee.

8. The organization renting school facilities shall guarantee orderly behavior of any and all persons using the facilities and shall be liable for any property damage due to their use of the building and any personal injury to any participant or spectator.

9. All activities must be under competent, adult supervision furnished by the organization. This supervisor will be responsible for restricting the group's access to only the specifically leased area and for protecting the facilities and its contents from abuse by the group's participants and anyone entering the facility.

10. The lessee shall not alter facilities or grounds without GISD written permission.

11. All advertising and sale of merchandise, printed matter, and other materials, are forbidden on public school premises.

12. Food and drinks may only be served in the cafeteria upon proper approval. Non-school organizations will pay the schedule fee for use of cafeteria space.

13. No smoking or use of smokeless tobacco products will be allowed at any school facility. GISD follows a board policy which prohibits the use of tobacco products. The use of tobacco products include, but are not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco.

14. The District prohibits the possession of alcoholic beverages and/or firearms by the person while on school premises or on other property under the jurisdiction of the school.

15. A written contract properly executed, total payment for all charges, and an original certificate of insurance, as required by the GISD Board of Education, must be in the Business Office no later than seven days prior

to the date of use. Failure to provide proper paperwork and non-payment by any organization will result in termination of contract.

16. Any misrepresentation by an organization or individual, abuse of property, and/or non-payment by the organization or an individual representing the organization may result in immediate termination of the contract, including immediately vacating the premises. Inaccurate or untruthful statements made in rental applications or contract, or violation of rules and regulations for use of school facilities, may place the organization on an ineligible list for future use of school facilities.

17. Any exception to the terms of this contract, or the contract rules and regulations, must be approved by the GISD School Board or its designee.

18. The rental of school gymnasiums requires that only regular basketball rubber-soled shoes may be worn on the floor. The rental does not include dressing rooms, mats, or other equipment in the gymnasium area unless specified in the contract.

19. No concession services or facilities may be used.

20. The District may impose an additional charge for moving equipment or setting up tables and chairs.

21. Any special set-up, equipment, or arrangements must be submitted before the contract is issued and will be listed on the contract.

22. The lessee should be aware that heating or air conditioning will start at the beginning time on the rental contract and will stop at the end of the time on the rental contract. The only area to be heated or cooled is the area specified on the rental contract. If the use of additional areas is desired, the usage fees for rental of these areas will apply.

23. Any organization using school facilities will be required to provide an original Certificate of Insurance with GISD named as the Certificate Holder. Lessee shall be liable for all bodily injury and property damage occurring during the time lessee is in possession of the premises. Any damage to the school facility or property shall be repaired or replaced within thirty (30) days from the date of said damage. If repairs are not made by the lessee within such time, lessor shall have the right to make any such repairs and bill the lessee for the costs.

24. The District shall have first priority on facility use and may cancel any agreement on any facility when deemed necessary to carry on the program of the school by giving notice twenty-four hours prior to the event.

25. No District facility or grounds shall be used by any group or individual who is not in compliance with the requirements or all applicable Federal or State statutes, regulations, and rules prohibiting discrimination on the basis of race, religion, color, sex, national origin, physical or mental disability, age or classification as applicable.

26. Use of school facilities shall not be allowed for the purpose of advancing any doctrine or theory subversive to the Constitution or laws of the State of Texas or the United States.