

Kennedale ISD

Facility Use
Agreement Packet



Early Childhood Center
and Elementary Schools

Facility Use Agreement Form

Event Date(s): _____

Organization Name: _____

Event Type: _____

Billing Address: _____ Apt: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Event Start Time: _____

Contact Email: _____ Event End Time: _____

Contact Phone #: _____ Home Cell

Estimated number of Participants: _____

Estimated Attendance: _____

Entrance/Participation Fee Charged: Yes No

Facility Requested: Campus _____

Cafeteria

Kitchen

Classroom

Gymnasium

***Facilities Use Request Form must be submitted to:**

Kennedale ISD Facility Operations

120 W. Kennedale Pkwy

Kennedale, TX 76060

Phone: 817.563.8015

*******DEPOSIT IS REQUIRED IN ORDER TO SECURE DATES.*******

Early Childhood and Elementary Schools (Arthur, Delaney, and Patterson)

Event: _____

All Rentals are for a minimum of 4 hours.

Section 1: Facilities Requested

Event Date: ____/____/____

JAA ECC/JFD/RFP Gym Time in: _____ Time out: _____ = _____ Hrs \$ _____
\$500.00

Cafeteria Time in: _____ Time out: _____ = _____ Hrs \$ _____
\$400.00

Kitchen Time in: _____ Time out: _____ = _____ Hrs \$ _____
\$300.00 (Requires Kitchen Supervisory for entire event)

Classrooms # _____ Time in: _____ Time out: _____ = _____ Hrs \$ _____
\$50.00 per room

Section 2: Personnel Services required: Include 1 hour prior to event and 1 hour after to be added for either Supervisor or Custodian. Must always have KISD personnel in building.

Supervisor #1 Time in: _____ Time out: _____ = _____ Hrs \$ _____
\$30 per hour/minimum (4 hrs)

Supervisor #2 Time in: _____ Time out: _____ = _____ Hrs \$ _____
\$30 per hour/minimum (4 hrs)

Custodian #1 Time in: _____ Time out: _____ = _____ Hrs \$ _____
\$30 per hour/minimum (4 hrs)

Custodian #2 Time in: _____ Time out: _____ = _____ Hrs \$ _____
\$30 per hour/minimum (4 hrs)

Kitchen Supervisor #1 Time in: _____ Time out: _____ = _____ Hrs \$ _____
\$30 per hour/minimum (4 hrs)

Total Cost for Event: \$ _____

_____ Officer(s) (PAID BY EVENT) Time in: _____ Time out: _____ = _____ Hrs \$ _____
\$60 per hr/minimum (4 hrs)

**This form is required for each day of rental use. 1/2 of total rental cost for event is due as deposit when event is scheduled, remaining balance is due 14 calendar days prior to event. Any excess in time and/or services will be billed in arrears.

Kennedale ISD Facility Usage (Non-KISD Organizations) Administrative Procedures

Fees:

All organizations will be required to pay fees for the use of any KISD facility. Approved non-profit groups will pay a usage fee to cover utility costs and fees for custodial and supervisory services. Groups that are not approved for a fee waiver will pay the full rental fee, in addition to other supervisory, custodial, and personnel fees according to the facility rented.

Approved Rental Fee Waiver Organizations:

Groups and organizations that may be eligible for facility use with no rental fees are listed below. These groups will still be required to pay a usage fee to cover utility costs and any supervisory or custodial fees, as appropriate.

The decision to waive the rental fee is made on a case-by-case basis when a **Facility Use Agreement Form** is submitted. Receiving a waiver from the rental fees for use does not guarantee that the rental fee will always be waived for that group/organization. The Superintendent or designee will determine which groups or organizations are eligible for the facility use under this category.

- Groups/organizations within KISD district boundaries defined as school-support organizations or that are composed primarily (approx. 90%) of KISD students, such as:
 - ◆ PTA's
 - ◆ Booster Clubs
 - ◆ Employee Organizations

Cancellations:

KISD reserves the right to cancel any event due to KISD campus emergency or inclement weather. The district will work to reschedule the event with the organization that is agreeable to both parties. If no date is available, any monies received for services that were not used will be refunded to the organization.

Staff Services:

Except as provided for in the **Facility Use Agreement Form** for specific facilities, custodial and/or maintenance services shall be at the rate of \$30.00 per hour. There will be up to two (2) hours added to the time reserved for custodial and supervisory costs to prepare and clean up the facility. Supervisory services shall be at the rate listed on the **Facility Use Agreement Form**.

Security Staff:

Security Staff is required on all non-KISD rentals. Officers are paid \$60.00 an hour. A minimum of 4 hours is required. Payment will be paid directly to the officers at the end of the event.

Concession Stands:

When a concession stand is requested, district organizations shall have the right to operate the concession stand and keep all proceeds from the sale of items. If no KISD organization is available to run concessions, the rental organization will be allowed to have their own Concession Stand. A table(s) will be provided, but only prepackaged items (chips, candy, bottled water, etc.) can be sold. Bringing in Concession equipment is **not allowed**.

Fees Due:

A 50% deposit shall be made when the **Facility Use Agreement Form** is submitted. The balance of all rentals, usage and/or service fee (supervisory, ushers, custodial, etc.) is due a minimum of two (2) weeks prior to the scheduled event. Complete payment must be made prior to the event.

If an event lasts longer than the time that was specified in the **Facility Use Agreement Form**, the organization shall be charged for all additional time and all associated service fees. (Supervisory, custodial, ushers, etc.)

Failure To Pay:

Failure to pay fees may result in legal action to allow KISD to recapture the agreed-on fees and any allowable legal expenses.

Liability Insurance:

Organizations are required to provide proof of current liability insurance, with "Kennedale ISD, its officers, employees and agents" named as an additional insured with the minimum coverage amounts stated in the Liability Insurance Requirement Addendum. Reservations will not be considered complete until the Certificate of Insurance has been received by Kennedale ISD.

Educational and Athletic Facilities

All rental prices are for a minimum of 4 hours.

Delaney/Patterson Elementary and Arthur Intermediate

Educational Facilities:

Cafeteria: \$400.00

Kitchen: \$300.00

(Cafeteria supervisor required for entire event at \$30.00 per hour)

Classrooms: \$50.00 each

Athletic Facilities:

Gymnasium: \$500.00

Kennedale ISD
Mandatory Liability Insurance Coverage

User group(s) shall purchase, provide and keep in effect during the use period licensed pursuant to this regulation a liability insurance policy, or rider to an existing policy, naming as additional insured “Kennedale Independent School District, its officers, employees and agents,” which will provide coverage in the minimum amount of \$500,000 for property damage and \$1,00,000 per person and \$1,00,000 per occurrence for personal injury (including death). Coverage provided by such policy or rider must apply to the death or injury of any person and the damage to property that result, directly or indirectly, from intentional or negligent act or omission of user’s officers, agents, employees, guests, or invitees during the use or occupancy of District. Such insurance shall be with an insurance company or companies authorized to do business in Texas, under policy or policies acceptable to the district and provided no later than 14 calendar days prior to the use. The User must provide the district with a certificate of insurance attesting the existence of a policy or policies providing coverage required, or, if requested by the district, a certified copy of the policy or policies. If a policy contains deductible provisions, user shall be responsible for payment of the deductible amount for any claim(s). Failure to provide such proof of insurance will result in the cancellation of the event and no refund of fees will be given to the user.

Note: No reservation is considered complete until the Certificate of Insurance has been received. The signature below states that you understand and accept the responsibility to provide proper insurance.

Organization Contact signature: _____

Date: _____