



# Weslaco Independent School District Facility Rental Cost Sheet

Name of Organization/Group:	
Contact Person:	
Address:	Phone:
Date of Request:	Date of Facility Use:
From:                      To:	Total Hours:
Facility Needed:	
Purpose:	

The request for the use of the district facilities is governed by the Weslaco Independent School District Board Policy GKD (LOCAL):

1. Non-school use of designated District Facilities ties are for educational, recreational, civic, or social activities when these activities do not conflict with school use or with policy.
2. Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.
3. Request for non-school use of District facilities shall be considered on a first-come, first-served basis.
4. Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. The District shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a District activity.
5. The District reserves the right to deny any person, entity, or group usage of any District facility under this policy to the extent that the person, entity, or group is in conflict or competition with the District.
6. Any organization or individual approved for a non-school use of District Facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the non-school use.
7. Persons or groups using school facilities shall:
  - a) Conduct business in an orderly manner.
  - b) Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products on school property. [See GKA]
  - c) Make no alteration, temporary or permanent, to school property without prior written consent from Superintendent.
8. Damage to or misuse of the facilities and equipment of the District will be paid in full by the organization that submitted the application for the use of the facility. **Applicant must provide proof of insurance.** Weslaco ISD accepts the insurance industry's standard ACCORD form as valid proof of coverage.
  - a) Commercial General Liability Insurance Coverage: The minimum limit of \$1,000,000 per occurrence and \$2,000,000 aggregate. Additional insurance in favor of the Weslaco ISD.

**Cost Estimate of Facility Use**  
**(Prices Determined Using the Weslaco ISD Rental Fee Schedule)**

*\*Fees must be paid in full one week prior to event*

	WISD Services Required	Number of Staff	Number of Hours	Cost per Hour	Total Cost
1	Facility Cost				
2	Custodians				
3	Security				
4	Technicians				
5	Miscellaneous				
6	Kitchen Staff				
7	Other				
<b>Total Cost for Facility Rental</b>					

*\*The above to be filled out by WISD*

Due Date: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_

I have read the above policies and agree to abide by the articles set forth therein. Further, I understand that the organization which I represent will be responsible for any damages to the facility or equipment resulting from such use.

Signature: \_\_\_\_\_

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

Confirmed by: \_\_\_\_\_

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

Please Make Check Payable To:

WESLACO INDEPENDENT SCHOOL DISTRICT  
 BUSINESS OFFICE DEPARTMENT  
 P.O. BOX 266  
 WESLACO, TEXAS 78596

\_\_\_\_\_  
 Person In Charge of Organization /Date

\_\_\_\_\_  
 District Administrator/Coordinator /Date

\_\_\_\_\_  
 Principal/Director /Date

\_\_\_\_\_  
 Risk Management/Insurance /Date

\_\_\_\_\_  
 Site Authority Person /Date

\_\_\_\_\_  
 Assistant Superintendent /Date  
 for Administration & Support Services

Notes: