

**KEENE INDEPENDENT SCHOOL DISTRICT  
REQUEST FOR USE OF SCHOOL FACILITY  
BY NON-SCHOOL RELATED ENTITIES**

Date of application: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Facility: \_\_\_ High School \_\_\_ Junior High \_\_\_ Elementary \_\_\_ East Campus \_\_\_ Track

Part of facility to be used: \_\_\_\_\_

Purpose: \_\_\_\_\_

All requests of facility usage will first be submitted to the building principal. The principal will contact the athletic director (if necessary) and the Superintendent of Schools for final approval. **All requests will be submitted by NON-COMMERCIAL, Keene area community organizations and/or individuals ONLY.**

**Facilities and Rates:**

Kitchen Areas, libraries, and offices are not available for rental.

Cafeterias: First three hours \$200; each additional hour \$50

Gymnasiums: First three hours \$300; each additional hour \$50

Auditorium/Stage: First three hours \$350; each additional hour \$75

Classrooms (excluding lab classrooms): \$75 hour

Athletic Track: \$500 day

If the event requires additional custodian staff or clean up after the event, the renter shall be billed at \$20/hour for such services.

Keene ISD may waive, alter or negotiate fees and charges as deemed necessary for the event or the organization.

Approved:

Building Principal \_\_\_\_\_

Athletic Director \_\_\_\_\_

(Only if athletic facility is requested)

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

**Return finalized agreement to KISD Business Office**

Contact Information for billing purposes:

Renter \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

Agreed fees and charges: \$ \_\_\_\_\_

Deposit: **\$25 with application.** Deposit will be applied to the total charges. Deposit becomes non-refundable if applicant cancels less than three days prior to event date.

The signing of this document indicates that the applicant assumes all responsibility of complying with the rules and regulations for usage of school facilities and for any fees that are due to KISD. No other agreements, understandings, or contracts will be recognized.

**General Rules for usage of KISD facilities:**

- Renter accepts full responsibility for protecting KISD property, equipment, and grounds.
- Renter is responsible for the conduct of persons at the event.
- Renter shall not allow the possession or use of alcohol, firearms, tobacco products, or illegal drugs on KISD property.

- Renter may not attach banners, posters, or devices to facility walls or ceilings that may mar the surfaces.
- KISD may revoke its permission to use facilities at any time if it is determined the renter's event may create instructional conflicts, threats or damages to the property or violates and KISD policy.
- KISD is not liable for any injuries, losses, or damages incurred by person on or using KID property or facilities. The user agrees to indemnify and hold harmless the Keene ISD from any claims asserted by whoever is related to the rental of school facilities, including the cost of defending any lawsuit asserting any claim against the school, school personnel, the Board of Trustees or Keene ISD.
- Keene ISD reserves the right to require the renter to furnish an indemnity bond or liability insurance.