

**KEENE INDEPENDENT SCHOOL DISTRICT
REQUEST FOR USE OF SCHOOL FACILITY
BY KEENE DISTRICT 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 Mr. Stan Rhone, Assistant Superintendent for final approval. **All requests will be submitted by Keene ISD associated organizations, student organizations, or school employees.**

Facilities and Rates:

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

Cafeterias: First three hours \$100; each additional hour \$25

Gymnasiums: First three hours \$150; each additional hour \$25

Auditorium/Stage: First three hours \$150; each additional hour \$25

Classrooms (excluding lab classrooms): \$25 hour

Athletic Track: \$150 day

If the event requires additional custodian staff or clean up after the event, the renter shall be billed at \$15/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.