



District Facility Use Procedures

**Requestor**

1. Secure a **Facility Use Contract** packet at the administrative office in the Business office or print it from the MISD Reserving Facilities webpage <http://www.misd.gs/ReserveFacilities>
2. Incomplete forms will not be processed.
3. Return the form, at least ten (10) days prior to your event, to the Business office along with the necessary liability insurance documentation.
4. The administration Business Office will need to have received all documentations as: (**Application, evidence of Liability Insurance coverage, 503c form, evidence for non-profit status** if needed, **MISD student ID's rosters** if needed) before moving forward.
5. The Business office will next send all paperwork to the Executive Assistant of Operations where He/she will ensure that all information has been filled out correctly and will be posted onto the facilities reservation system. "Calendar" as "Pending for payment/approval"
6. The Executive Assistant of Operations will obtain signed approval by the Superintendent or Executive Director of Operations.
7. Once the Executive Assistant of Operations receives the signed documents he/she will process the request as approved.
8. Once approved the Executive Assistant of Operations will create an invoice for the event and contact the person/organization who has requested use of the district's facility. All payments **Must** be sent to the Business Office designated employee, by the requester, where they will process the payment.

**District Facilities are not available for use/rental the day before, during, or the day after holidays & during early release days:**

This includes all non-athletic & athletic reoccurring events. [MISD School Calendar](#)

- Labor Day
- Fall Break
- Thanksgiving Break
- Winter Break
- Martin Luther King Jr. Day
- Presidents' Day
- Spring Break
- Memorial Day
- All Student/Staff Holidays
- Blackout Days (June 1 – August 1; November 1 - January 1)

**LA Mills -Admin Building: 100 Walter Stephenson Rd. • Midlothian, Texas 76065 • (469) 856-5000 • [www.misd.gs](http://www.misd.gs)**

It is the policy of Midlothian Independent School District not to discriminate on the basis of age, race, religion, color, national origin, sex, marital or veteran status, disability or other legally protected status in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The following person has been designated to handle inquiries regarding the non-discrimination policies: Chief of Staff, 100 Walter Stephenson Rd. Midlothian, TX 76065. (469) 856-5000



**General Information:**

1. The requests for use of all elementary school and middle school **non-athletic** facilities will originate at the business office.
2. The requests for use of all elementary school and middle school **athletic** facilities will originate at the business office.
3. A **Facility Use Contract** packet will be available at the appropriate office as specified above
4. Rental fees will be payable in advance no later than forty-eight (48) hours prior to the rental date. Rental fees must be paid with certified check, cash, or personal checks. **Without total payment for a facility rental the application will be considered unapproved.**
5. Adequate supervision and security (police) for all events will be required at the expense of the renter. Midlothian ISD will determine the number of security officers.
6. Liability insurance (\$1,000,000 coverage) is required by all renting groups.
7. Rental fees are depending on day of week.
8. In situations where the full rental of the facility was not available (i.e. inclement weather or power outages), a refund may be issued based on the hours of use.

**Fees for Use**

Non-school users shall be charged a fee for operation, supervision, and cleanup costs at designated facilities.

The Superintendent or designee shall publish a schedule of fees for the use of District facilities. The Superintendent or designee shall set basic hourly rates for the use of facilities and additional charges for the use of custodial supervision, and cleanup.

Facility fees shall not be charged when buildings are used as polling places for public elections, for precinct and county conventions, or for public meetings sponsored by local government agencies.

**Elementary Gyms**

- Elementary gyms are rented out individually by the building principal at their discretion based on the approval of the Superintendent or designee.
- Must complete a Facility Use Contract for all campuses in advance.
- All other areas of any MISD school are off limits to participants and spectators except for the restroom. *\*See Required Conduct*

Days That School Is In Session			
	Operation Fee	Supervision (AOD) Administrator On Duty	Custodial Services
Weekdays 6:30 pm - 8:30 pm	\$20/hr.	\$30/hr. <i>*See Required Conduct</i>	N/A <i>*See Required Conduct</i>
Days That School Is <b>NOT</b> In Session			
	Operation Fee	Supervision (AOD) Administrator On Duty	Custodial Services



Weekdays 6:30 pm - 8:30 pm	\$55/hr.	\$30/hr. <i>*See Required Conduct</i>	N/A <i>*See Required Conduct</i>
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**Middle School Gyms**

- Middle School gyms shall be \$95/per hour-all inclusive.
- Must complete a Facility Use Contract for all campuses in advance.
- Two hours minimum.
- Concession facilities will not be available.
- Contests require police officer at organizations expense.
- All other areas of any MISD school are off limits to participants and spectators except for the restroom. *\*See Required Conduct*

Days That School <b>Is</b> In Session			
Weekdays 6:30 pm - 8:30 pm or Saturday 8:00 am- 8:00 pm	<b>Operation Fee</b>	<b>Supervision (AOD) Administrator On Duty</b>	<b>Custodial Services</b>
	\$20/hr.	\$50/hr. <i>*See Required Conduct</i>	\$25/hr. <i>*See Required Conduct</i>
Days That School <b>Is NOT</b> In Session			
Weekdays 6:30 pm - 8:30 pm or Saturdays 8:00 am- 8:00 pm	<b>Operation Fee</b>	<b>Supervision (AOD) Administrator On Duty</b>	<b>Custodial Services</b>
	\$55/hr.	\$50/hr. <i>*See Required Conduct</i>	\$25/hr. <i>*See Required Conduct</i>

**Middle School Fields**

- Middle school fields are available around school & city use
- Middle School fields shall be \$125/per hour-all inclusive.
- Must complete a Facility Use Contract for all campuses in advance.
- Two hours minimum.
- Concession facilities will not be available.
- Users must purchase their own controllers.
- No field equipment shall be provided.
- Contests require police officer at organizations expense.

Days That School <b>Is</b> In Session			
Weekdays 6:30 pm - 8:30 pm <i>*NOT available on weekends</i>	<b>Operation Fee</b>	<b>Supervision (AOD) Administrator On Duty</b>	<b>Custodial Services</b>
	\$50/hr.	\$50/hr. <i>*See Required Conduct</i>	\$25/hr. <i>*See Required Conduct</i>



Days That School Is <b>NOT</b> In Session			
Weekdays 6:30 pm - 8:30 pm <i>*NOT available on weekends</i>	Operation Fee	Supervision (AOD) Administrator On Duty	Custodial Services
	\$50/hr.	\$50/hr. <i>*See Required Conduct</i>	\$25/hr. <i>*See Required Conduct</i>

**Partial Exemption**

Operations fee shall not be charged to the following categories of groups; however, costs such as personnel costs shall be charged. These groups shall include:

1. Nonprofit organizations of ten or more persons for school-aged children, with the majority of participants being District students. These groups shall have a beneficial educational purpose related to character development, patriotism, or civic responsibility, such as Boy Scouts, Girl Scouts, Campfire Girls, and similar groups.
2. Nonprofit youth sports organizations, such as Midlothian Youth Leagues, with the **majority** of participants being District students.
  - Majority is defined as 75+% are MISD student participants
  - Student roster with MISD ID #'s is required (submitted in conjunction with the Facility Use Contract)
  - Additional waiver of custodial fee for city sponsored organizations.



**Other Criteria to Consider**

- Elementary gyms – first-come, first-served
- Middle school gyms – may use 2 gyms at one location, once a week (limited to availability)
- Must clean gym after use
- Rental fees will be payable in advance no later than forty-eight (48) hours prior to the rental date. Rental fees must be paid with cash, certified check, or personal checks to Midlothian Independent School District.

**Thank you for choosing Midlothian Independent School District to host your event and we look forward to serving you. Any request(s) to use facilities are treated on a first come, first serve basis, and depend on prior rental history held with the district. In situations where there have been issues or concerns from previous rental history, a requestor may not be approved based on treatment of the facility and/or MISD staff. Please review the checklist below to ensure you have all documentation when submitting your request.** Any facility uses packets that are incomplete will not be considered until all forms are submitted. Please review the checklist for the following:

- Complete a **Facility Use Contract** packet
- Sign the **Hold Harmless & Indemnity Agreement**
- Provide **Proof of Insurance** showing MISD as certificate holder (**Limit \$1,000,000 coverage**)
- Provide **Proof of Insurance 503c** form
- Provide **Proof of non-profit** status (if need it)
- Midlothian ISD Student Roster



**APPLICATION FOR USE OF SCHOOL FACILITY**

Return two weeks prior to your event

Today's Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Category:  Not-For-Profit (unpaid volunteers)  For-Profit (paid staff or admission charge)

Name authorized to make application \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Person responsible for fee payment \_\_\_\_\_

Bus. Phone \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

Email \_\_\_\_\_

Campus/Facility Requested \_\_\_\_\_

Specific area(s) requested \_\_\_\_\_

Special Arrangements \_\_\_\_\_

Date (s) of usage \_\_\_\_\_

Time of usage: From \_\_\_\_\_ To \_\_\_\_\_ Total Hours \_\_\_\_\_

Purpose of usage \_\_\_\_\_

Is this an event that is open to the public?  Yes  No

How many will be in attendance? \_\_\_\_\_

**Fees and Conditions:**

1. All fees (see Campus Facilities Use Procedures) should be sent to the Office of Operations no later than two (2) business days prior to the rental date.
2. I agree to leave the premises in good order or be billed for additional cleaning. I further understand that staff schedules must be arranged to accommodate use of this facility.
3. A copy of the organization's liability-bodily injury and property damage insurance policy must accompany this request and **it must name Midlothian Independent School District as an insured.**

By checking this box, I acknowledge that I have read and agree to the terms of the Campus Facilities Use Procedures.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of:  Principal  Director of Operation

\_\_\_\_\_  
Date



MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

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**FOR OFFICE USE ONLY:**

Name of employee assigned \_\_\_\_\_

Hours worked:

From \_\_\_\_\_ To \_\_\_\_\_ Total Hours \_\_\_\_\_

AC Needed? Yes  No  Heat Needed Yes  No

Amount Paid \_\_\_\_\_

Date Paid \_\_\_\_\_



**HOLD HARMLESS & INDEMNITY AGREEMENT Use  
of MISD Facilities**

MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT, ITS OFFICERS, EMPLOYEES, AND AGENTS (COLLECTIVELY, "MISD") SHALL HAVE NO LIABILITY FOR THE ACTIONS OF, OR FAILURE TO ACT BY, OR WITH RESPECT TO ANY CLAIM OR CAUSE OF ACTION THAT ARISES FROM THE ACTIONS OR OMISSIONS OF THE UNDERSIGNED PARTICIPANT OR ITS EMPLOYEES, INVITEES, GUESTS, OR AGENTS, OR WITH RESPECT TO THE FACILITIES.

AS CONSIDERATION FOR THE USE OF A SCHOOL DISTRICT FACILITY, THE PARTICIPANT SHALL DEFEND, INDEMNIFY, AND HOLD MISD HARMLESS OF AND FROM ANY AND ALL LOSSES, DAMAGES, CLAIMS, OR EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES AND COSTS ARISING OUT OF A CLAIM ASSERTED BY ANY PERSON OR ENTITY AGAINST MISD FOR DAMAGE OR INJURY TO, OR DEATH OF, ANY PERSON OR FOR PROPERTY DAMAGE (INCLUDING LOSS OF USE THEREOF) CAUSED BY ANY ACT, FAULT, OMISSION, OR NEGLIGENCE OF PARTICIPANT OR OF ITS EMPLOYEES, INVITEES, GUESTS OR AGENTS. MISD SHALL NOT BE LIABLE FOR ANY INJURY OR DAMAGE TO, OR DEATH OF, ANY PERSON OR PROPERTY DAMAGE FOR ANY REASON WHATSOEVER.

It is further stipulated and agreed that the laws of the State of Texas shall control in the construction of this instrument and venue for any dispute shall be in Ellis County, Texas.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
PARTICIPANT SIGNATURE

\_\_\_\_\_  
DATE