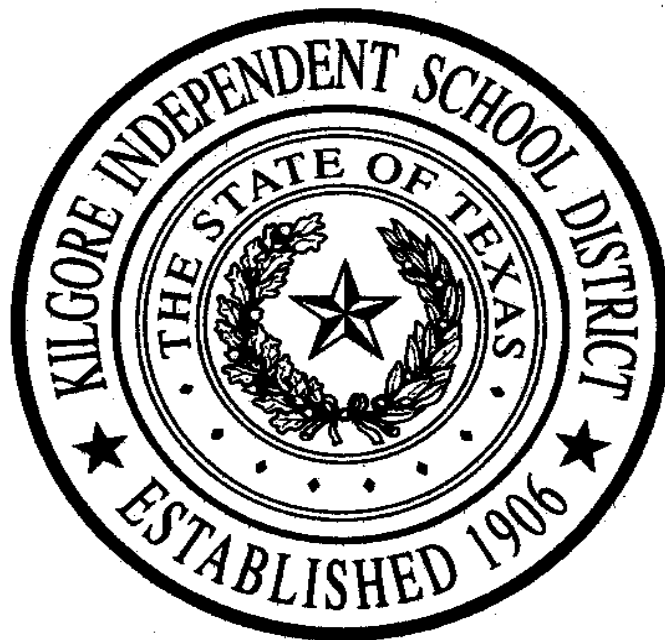


KILGORE ISD

FACILITY USE
AGREEMENT
PACKAGE



Updated: October 2019

Kilgore ISD Rentals

The Kilgore Independent School District welcomes the use of facilities owned by the District by outside organizations/groups; however, such use of District facilities shall not be permitted when it interferes with the educational program of any campus or District scheduled activities, including facility maintenance and/or repair projects. The District is a tax-supported nonprofit organization established to serve the students and youth residing within the boundaries of the District. The District may, therefore, differentiate among various categories of organizations/groups (such as youth groups, adult groups, nonprofit organizations, for-profit organizations, and civic groups) in establishing the length of time that a facility may be used or the fee charged. All organizations/groups within the same category shall be offered fair and equal access to District facilities. As stipulated by Board Policy GKD

Copies of KISD Board Policy both legal and local can be located at https://www.kisd.org/apps/pages/index.jsp?uREC_ID=275161&type=d&pREC_ID=1710201

After reading this entire package, organizations interested in using one of the KISD facilities addressed here in should complete and return the following items to: Kilgore ISD, Chief Financial Officer, 301 N. Kilgore St., Kilgore, Texas 75662.

- 1) Facility Use Request Form (Page 6)
 - 2) Mandatory Liability Insurance Coverage (Page 7)
 - 3) Agreement for Use (Page 8)
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**KILGORE INDEPENDENT SCHOOL DISTRICT
FACILITY USAGE (NON-KISD ORGANIZATIONS) ADMINISTRATIVE PROCEDURES**

RENTAL FEES

Rental fees are assessed to cover the basic costs of the facility for the given time. Rental times are assessed with a four-hour minimum and hourly rate thereafter. Certain non-profit groups and organizations may be able to receive a rental fee waiver (see below); however, *Usage Fees* still apply.

USAGE FEES

Usage Fees are intended to cover the costs of personnel, utilities and other associated costs of the event. While an approved organization may be granted a *Rental Fee Waiver*, all organizations will be required to pay the *Usage Fees*.

Upon submission of the Facilities Usage Agreement, *Usage Fees* will be calculated based on the type of event and expected utility costs.

APPROVED RENTAL FEE WAIVER ORGANIZATIONS

Groups and organizations that may be eligible for facility use with no rental fee 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 rental fees for one usage does not guarantee that the rental fee will always be waived for that group or organization.

1. Groups and organizations within the district boundaries defined as school-support organizations or that are composed primarily (approximately 90%) of KISD students, such as:
 - a. PTA's
 - b. Booster Clubs
 - c. Employee organizations
 - d. Chamber of Commerce
 - e. Scouts
 - f. Nonprofit youth sports
 2. Educational Institutions such as SFA, Kilgore College
 3. Before and after-school programs as approved by the District
 4. Service clubs for fundraisers approved by the District where the
 5. District or the community is the beneficiary of the fundraiser.
 6. Annual neighborhood crime watches and homeowner's association meetings.
 7. Other governmental organizations, such as regional education service centers and state agencies.
 8. Public elections subject to proper arrangements with the District. Other groups may be eligible and each application shall be considered as submitted.
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STAFF SERVICES

Custodial services will be required for all rentals. The rate for this requirement will be based on the rate the district is currently paying for these services. Depending on the type of event, custodial hours may be greater than the rental to prepare and clean up the facility, pre and post event. It may be necessary to add other staffing to accommodate services requested for specific events.

LONG-TERM USAGE

Long-term use of school facilities (multiple-day use of facilities for the same activity within the same year) shall be approved by the KISD Board of Trustees. A request must be made at least two (2) weeks prior to a regular school meeting in order for the request to be placed on the agenda. Failure to submit the request in writing within this time frame will result in automatic denial of the request.

FEES DUE

A 50% deposit shall be made when the group is notified the facility is available and all forms have been submitted. The balance of all rental and/or usage fees is due a minimum of two(2) weeks prior to the scheduled event. The group will be responsible for paying any unforeseen costs, additional time....., incurred upon receiving and invoice.

FAILURE TO PAY

Failure to pay fees in a timely manner may result in loss of future use of KISD facilities. 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 must provide insurance as stated in the attached Liability Insurance Requirement Addendum. Reservations will not be considered complete until the Certificate of Insurance has been received by Kilgore ISD.

EMPLOYEE USE

An employee should not expect to use Kilgore Independent School District facilities or equipment without specific approval as required of all other individuals or groups. Employees using facilities in a manner that might compete against any other tax paying entity or that has a profit potential for the employee would be required to pay fees as would any of those other entities. These rental policies do not apply to employees fulfilling the requirements of their jobs or duties as assigned by the District.

RENTAL BY SCHOOL DISTRICTS FOR Non - K I S D U I L E v e n t s

Separate guidelines are set up for the rental of any KISD facilities by another school district for playoff games in conjunction with UIL and/or TAPPS competitions. Those separate guidelines are in addition to these Administrative Procedures.

KILGORE INDEPENDENT SCHOOL DISTRICT

FACILITY RENTAL PRICES

EDUCATIONAL FACILITIES

Cafeteria	\$ 40.00 hour (Middle, Intermediate, Chandler, Primary) \$ 50.00 hour (High School)
Auditorium	\$130.00 hour (High School)
Kitchen	Not Available
Classrooms	Not Available

ATHLETIC FACILITIES

Gymnasiums (No Access to Concession Stands)

KHS Varsity	\$ 100.00 hour
KHS JV	\$ 60.00 hour
KMS Main	\$ 60.00 hour
KMS Practice	\$ 40.00 hour
KIS	\$ 30.00 hour
KPS	\$ 40.00 hour

Baseball Field \$ 400.00 daily (A)
\$ 150.00 Additional to prep field
No Access to Concession Stand or locker rooms

R.E. St. John Stadium \$ 1,000.00 daily (A)

Indoor Practice \$ 100.00 hour

Tennis Courts (No Access to Restrooms)

KHS	\$ 200.00 daily
KMS	\$ 150.00 daily

Additional \$25.00 per day if lights are required.

(A) Mandatory Clean Up following event

All fees are based on an hourly rate, unless otherwise noted, with a four (4) hour minimum.

Fees do not include cost of required staffing. Necessary staffing will be determined by KISD. Custodial staff will be required for all events. Custodial rate will be based on cost of custodian to the District. Please contact business office to secure current rate.

Kilgore Independent School District has the right to require police security at any event. Securing security and payment will be the responsibility of the renting organization.

Kilgore Independent School District

301 N. Kilgore St., Kilgore, Texas 75662

Facility Use Request Form

Organization Name: _____

Tax Exempt Organization: Y ___ N ___

Organization Contact: _____

Organization/Group Address: _____

Phone Number: _____ **Alternate Number:** _____

E-mail Address: _____

Facility Requested: _____

Event Date(s): _____

Hours: Unlock Facility: _____ **Lock Facility:** _____

Describe Event: _____

Estimated Attendance: _____ **Requesting Waiver of Fees** Y___ N___ **Must**

be completed by same person signing agreement.

Estimated Cost of Usage

Facility Rate per Hour \$ _____ **x Hours** _____ = \$ _____

Custodial Charge per Hour \$ _____ **x Hours** _____ = \$ _____

Other Charges \$ _____ + \$ _____ = \$ _____

TOTAL ESTIMATE = \$ _____

Please contact KISD CFO for help in completing this section if needed.

Kilgore Independent School District Facility Use Agreement 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 “Kilgore Independent School District, its officers, employees and agents,” which will provide coverage in the minimum amount of \$500,000 for property damage and \$1,000,000 per person and \$1,000,000 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 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 Sponsor/Contact _____ date _____

If fee waiver requested: Superintendent Signature: _____
Approved Y ___ N ___ Date: _____

Administrator Signature: _____ Date: _____