



**LAKE WORTH ISD
FACILITY USE PACKET**

**6808 TELEPHONE ROAD
LAKE WORTH, TX 76135
Phone 817-306-4290
Fax 817-237-1801**

Lake Worth ISD Rental Policy

The Lake Worth 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 (LOCAL)



**Lake Worth Independent School
District
6808 Telephone Road
Lake Worth, TX 76135
Facility Use Packet
Check List (Invoice)**

Activities conducted in LWISD facilities must meet the policies and regulations of the Lake Worth Independent School District, its Board of Trustees and all state and local laws.

The Completed Facility Use Packet must be completed and on file with the Business Office when scheduling the use of any district facility:

- ___ **Completed Event Information Sheet (page 4)**
- ___ **Event is requested 30 days in advance:**
 Requested date: _____ Event Date: _____
- ___ **Signed copy of Facility Price Guide w/Amount Due Agreement (page5)**
- ___ **Payment for Facility Use charges as indicated on event information form.**
 Payment Rec'd Date _____ Check # _____ Amount \$ _____ Deposit Date _____
- ___ **Proof of acceptable liability insurance with Lake Worth ISD
 named as an additional insured. (See Page 7)**
- ___ **Exempt Insurance group _____ PTO _____ Booster Club**
- ___ **Required \$250.00 deposit (See Page 8)**
 Deposit Rec'd Date _____ Check # _____ Date Dep. Check Returned _____
- ___ **A signed copy of the Agreement for Use form (Page 9)**
- ___ **LWISD Group _____ Non-Profit Group _____ For-Profit Group**
- ___ **Proof of Non-Profit status if applicable**
- ___ **Saturday Event**
- ___ **Facility Open/Close Fee Amount \$ _____**
- ___ **Custodian Fee: _____ hours @ \$ 25.00 per hour-Amount \$ _____**
- ___ **Staff Security Fee: _____ hours @ 25.00 per hour - Amount \$ _____**
- ___ **Police Security Fee: _____ hours @ 100.00 per hour-Amount \$ _____**

Usage Fee From Page 5 \$ _____
Refundable Deposit Fee \$ 250.00
 Applicable Additional Fees \$ _____
 Total Amount Received \$ _____

Approved _____ Denied _____ Reason _____ Date _____

 LWISD Receiver Signature Date

 Representative Signature Date

EVENT INFORMATION

Organization Name: _____

Event Name: _____

Mailing Address: _____

Billing Address: _____

Event Information Website Address: _____



CONTACT INFORMATION

Contact / Submitter Name: _____

Contact Person Phone Number: _____

Contact Person Cell Phone Number: _____ Fax Number: _____

Contact Person Email Address: _____



RENTAL INFORMATION

Estimated Number of Participants: _____ Estimated Attendance: _____

EVENT INFORMATION

Performance Date(s): _____

Facility Unlock Time: _____

Performance Begin Time: _____

Performance End Time: _____

Facility Lockdown Time: _____

<i>Equipment needed for event:</i>
#Tables Needed ____ #Chairs Needed
Other, please specify item/quantity



FACILITIES REQUESTED

- | | | |
|---|---|--|
| <input type="checkbox"/> Effie Morris Cafeteria | <input type="checkbox"/> Janice Miller Cafeteria | <input type="checkbox"/> Marine Creek Cafeteria |
| <input type="checkbox"/> N.A. Howry Cafeteria | <input type="checkbox"/> Lucyle Collins Cafeteria | <input type="checkbox"/> LWHS Cafeteria |
| <input type="checkbox"/> Effie Morris Gym | <input type="checkbox"/> Janice Miller Gym | <input type="checkbox"/> Marine Creek Gym |
| <input type="checkbox"/> Howry Morton Gym | <input type="checkbox"/> Lucyle Collins Gym | <input type="checkbox"/> LWHS Gym (or Gyms) |
| <input type="checkbox"/> Rip Collins Gym | <input type="checkbox"/> LWISD Board Room | <input type="checkbox"/> Lucyle Collins Ath. Field |
| <input type="checkbox"/> LWHS Softball Field | <input type="checkbox"/> LWHS Baseball Field | <input type="checkbox"/> LWHS Tennis Courts |
| <input type="checkbox"/> LWHS Football Stadium | <input type="checkbox"/> Other LWISD Facility, please specify _____ | |

No kitchen facilities, classrooms or libraries may be rented or used
All specific equipment requirements will be made with the designated facility managers.

FACILITY PRICING GUIDELINES

Building	Facility	LWISD Related	Non-Profit	For Profit
Elementary EM, MC, JM	Cafeteria	\$25.00	\$50.00	\$100.00
	Gymnasium	\$25.00	\$50.00	\$100.00
Intermediate	Cafeteria	\$50.00	\$75.00	\$150.00
	Gymnasium	\$50.00	\$75.00	\$150.00
Middle School	Cafeteria	\$50.00	\$75.00	\$150.00
	Gymnasium	\$50.00	\$100.00	\$200.00
	Athletic Field	\$50.00	\$75.00	\$150.00
High School	Cafeteria	\$60.00	\$80.00	\$160.00
	Gymnasium	\$75.00	\$150.00	\$200.00
	BB/SB Fields	\$50.00	\$100.00	\$200.00
	Stadium w/score board operator (Daily Rate)	\$2,000.00	\$2,500.00	\$3,000.00
Lighting for All Athletic Facilities	All Athletic Facilities (Daily Rate)	\$200.00	\$400.00	\$600.00
LWISD Staffing (Staffing requirements determined by LWISD)	All facilities	\$25.00	\$25.00	\$25.00

All fees are based on an hourly rate, unless otherwise noted, with a three (3) hour minimum

Additional Charges

Police Security (if required) \$100.00 per hour/person

- * \$250.00 Deposit is required at time of booking.
- * If event is cancelled within 60 days of scheduled date, deposit is non-refundable.
- * All payment is due 30 days before event.

<i>Representatives Signature</i>	<i>Printed Name</i>	<i>Organization</i>	<i>Date</i>
<i>LWISD Representative</i>	<i>Title</i>	<i>Date</i>	

Total Amount Due \$

FACILITY USE RULES AND REGULATIONS

1. Groups or individuals wanting to rent L.W.I.S.D. facilities must obtain a Facilities Use Rental Information Packet from the Director of Operations Office located at 6808 Telephone Road, Lake Worth, TX 76135.
2. All rental agreements will be initiated through the Director of Operations secretary. The completed rental packet and proof of insurance must be on file with the Business Office before a rental agreement can be prepared.
3. After confirming availability with the requested facility, all operational details of the rental will be handled by the Operations Department Office staff.
4. Rental agreements must be submitted no later than 30 days prior to the event.
5. Any changes to the signed contract must be made no later than one week in advance.
6. Rental amounts will not be decreased after the fact if the facility is not used for the entire contracted time.
7. The renter will be assessed the rental fee from the time the facility is opened until it is closed or vacated.
8. There will be no long term rentals of the facilities, as specified in Board Policy GKD (local).
9. All organizations are responsible for providing one (1) event administrator that is actively supervising and easily accessible throughout the event. The event administrator must remain onsite until all participants have vacated the facility.
10. Renting organizations staff and administration are responsible for their performers, students and their patrons.
11. Renting organizations are responsible for adhering to safe occupancy limits. The number of participants/patrons may not exceed the authorized capacity of the facility.
12. Prior approval must be given by the LWISD facility manager before signs, banners, etc are erected, and they shall not deface the property. In no event shall signs, banners, etc. be in place more than one hour prior to the rental / use period, nor more than one hour after the rental use period.
13. Any equipment, instruments, scenery, props, costumes, concessions, or other event related items must be removed from the premises by the final stated facility lock down time or additional rental fees will be assessed.
14. Groups must bring their own extension cords, power strips and all office supplies.
15. The use of tobacco, alcoholic beverages, or drugs is strictly forbidden on all school district property. As per Texas SB1.
16. The facility curfew will be adhered to: The facility must be empty and lights out by 11:00pm
17. Multi-day events must allow a minimum of eight (8) hours between one evening's end time and the following morning's open time.
18. All activities shall be orderly and lawful and not of a nature to incite others to disorder. Reasonable security arrangements, as determined by the school district, shall be provided appropriate to the type of event for which the facility has been

contracted. Renting Organizations shall comply with all federal, state and local laws, regulations and licensing requirements.

19. All content and information (music, text, dialogue, etc.) presented must be “radio edit” clean, and reflect the district standards of conduct.
20. Lake Worth ISD has the right to refuse and/or terminate a rental. Reasons include but are not limited to the following: space availability, over usage of a facility, failure to pay in a timely fashion, failure to comply with all rules and regulations, recurring losses and/or damage, inappropriate behavior of the renter or their audience.

The LWISD facilities shall be left in a neat and orderly condition. All user groups shall be held responsible for reimbursing the cost of damage, loss, or excessive cleaning charges incurred through their use of the facility.

**UNLESS PRIOR PERMISSION IS GRANTED
BY LWISD DIRECTOR OF OPERATIONS
FOOD AND DRINKS ARE NOT ALLOWED INSIDE THE FACILITIES**

Event Coordinators will be notified of infractions and given the opportunity to correct the issues. However, the LWISD facility staff is fully within their rights to refuse to continue the event until infraction(s) are corrected. If a resolution is not reached in a timely manner, LWISD facility staff is authorized to end the event. Billing will continue until all event equipment, personnel and the audience have left the facility. It is the responsibility of the event organizer to interact with their guests and to address any issues of reimbursement or restitution.

INSURANCE

The organization requesting the use of a district facility must furnish evidence of liability coverage for the event(s). This evidence should consist of an original Certificate of Insurance with Lake Worth ISD named as an Additional Insured and Certificate Holder indicating a minimum \$1,000,000 Combined Single Limit of Bodily Injury and Property Damage Liability Coverage. The insurance carrier must hold a minimum B+ rating from A.M. Best Company.

Each insurance policy must require that the insurer send notice to the District as follows:

- 30-day notice of cancellation
- 60-day notice of nonrenewal
- 30-day notice of material change

Access to the facility shall not be permitted until the application and insurance has been screened and approved. Cancellation of insurance also cancels the rental contract until proof of insurance can be provided to the District.

The insurance requirement may be waived for school sponsored groups such as PTO or Booster Clubs.

DEPOSITS

A\$250 deposit is required for all rentals and shall be refunded/credited within (3) three business days following the event provided the facility is returned to normal school operating conditions and no damage has occurred. Refunds may be collected at the LWISD Business Office.

CUSTODIAL REQUIREMENTS

Organizations requesting the use of a district facility may be required to hire district employees to provide custodial services. Fees for custodial services will be in addition to the rental agreement. Custodial charges will include time after the event to thoroughly clean the area and 30 minutes before the event to prepare for the rental. The number of custodians required will be based on the number of participants and attendants; this decision will be made by the LWISD Director of Operations.

SECURITY

If it is deemed that outside security is required for an event, the District will obtain and compensate the security staff. The requesting organization will be billed as stipulated on the Facility Pricing Guidelines page.

AGREEMENT FOR USE

The renting organization agrees that all information of the Facility Rules and Regulations (pages 6-8) has been read, understood and accepted and that any violation or deviation from those rules may result in fines or fees and loss of future rental privileges as deemed appropriate by the Lake Worth Independent School District.

In consideration of its use of the Facility, the organization agrees to pay the required rental fees. It also agrees that the Lake Worth Independent School District, its Board of Trustees, Agents, Employees and Representatives shall not be liable to the organization for damage to person or property regardless of whose negligence or acts of omission cause such injury or damage. The rental organization agrees to indemnify and save harmless the Lake Worth Independent School District, its Board of Trustees, Agents, Employees and Representatives from all suits, actions, claims, expenses, including attorney's fees and damages of any character, type or persons or property rising out of or occasioned by the use of the premises used by the organization, its Agents, Patrons, Visitors, Guests, Representatives, Employees, or other persons allowed on premises by the organization during the time set forth on the attached forms. The rental organization hereby waives all defects that may exist on the premises to be used by the organization.

This organization represents to the Lake Worth Independent School District that it has read the Agreement for Use of a Lake Worth ISD facility and agrees to ALL provisions contained therein.

Printed Name of Organization Representative

Signature of Organization Representative

Representative's Title

Day Time Telephone

Organization Name

Physical Address

Today's Date

City / State / Zip