

KENNEDALE ISD

***FACILITY USE
AGREEMENT PACKAGE***

***JAMES F. DELANEY
ELEMENTARY SCHOOL***

Please complete this package and return to:
Facility Operations
120 W. Kennedale Parkway
Kennedale, Texas 76060
817-563-8015

Kennedale Independent School District
120 W. Kennedale Parkway, Kennedale, TX 76060

Facility Use Request Form

Event Date(s): _____
Organization Name: _____
Event Name: _____
Event Type: _____
Billing Address: (street) _____ (apt./PO box) _____
Billing Address: (city) _____ (state) _____ (zip) _____

Contact/Submitter Name: _____
Contact Person Phone Number: _____ cell number _____
Contact Person E-mail _____ fax _____
Estimated number of Participants: _____ Estimated attendance _____
Entrance Fee or Participation Fee Charged _____ Yes _____ No

Facility Requested Campus _____
_____ Cafeteria _____ Kitchen
_____ Classroom _____ Gymnasium # _____
_____ Auditorium* _____ Football Field (KJHS)
_____ Baseball Field* _____ Softball Field*
_____ Indoor Facility* _____ Tennis Courts*
_____ Wildcat Stadium*
_____ PAC* (_____ Band Hall _____ Green Room)

*** Facilities Use Request must be submitted to:**
Kennedale ISD Facility Operations
PO Box 467, Kennedale, Texas 76060
Hand deliveries: 120 W. Kennedale Parkway, Kennedale, Texas 76060
Phone: (817) 563-8015 Fax: (817) 483-3691

*******DEPOSIT IS REQUIRED IN ORDER TO SECURE DATES.*******

Signatures on this form only verify dates are available on School Calendar.

Approved _____ Not Approved _____ Fine Arts _____
Approved _____ Not Approved _____ Athletic Director _____
Approved _____ Not Approved _____ Principal _____
Approved _____ Not Approved _____ Associate
Superintendent _____
Approved _____ Not Approved _____ Cafeteria Director _____
(if needed)

Arthur Intermediate, Delaney, & Patterson Elementary Schools

EVENT: _____

All rentals prices are for 4 hours. Additional Hours are an additional cost.

Section (1.) Facilities Requested:

Event Date: (_____ / _____ / _____)

JAA/JFD/RFP Gym (_____) Time in: _____ Time out: _____ = _____ Hours \$ _____
\$500.00

Cafeteria (_____) Time in: _____ Time out: _____ = _____ Hours \$ _____
\$400.00

Kitchen (_____) Time in: _____ Time out: _____ = _____ Hours \$ _____
\$300.00 (Requires Kitchen Supervisory for entire event)

Classrooms (_____) Time in: _____ Time out: _____ = _____ Hours \$ _____
\$50.00 per room

Section (2.) Personnel Services required: Include (1) hour prior to event & (1)hour after to be added for either Supervisor or Custodian. Must have KISD personnel in building at all times.

Supervisor # 1 Time in: _____ Time out: _____ = _____ Hours \$ _____
\$30 per hour/minimum (4 hours)

Supervisor # 2 Time in: _____ Time out: _____ = _____ Hours \$ _____
\$30 per hour/minimum (4 hours)

Custodian #1 Time in: _____ Time out: _____ = _____ Hours \$ _____
\$30 per hour/ minimum (4 hours)

Custodian #2 Time in: _____ Time out: _____ = _____ Hours \$ _____
\$30 per hour/ minimum (4 hours)

Kitchen Supervisor#1 Time in: _____ Time out: _____ = _____ Hours \$ _____
\$30 per hour/ minimum (4 hours)

Total Event Cost for (Date: _____ / _____ / _____) \$ _____

(_____) **officer(s) (PAID BY EVENT)** Time in: _____ Time out: _____ = _____ Hours \$ _____
\$35 per hour/ minimum (4 hours)

This form is required for each day of rental use. ½ of total rental cost for event is due as deposit when event is scheduled, remaining balance due 14 calendar days prior to event. Any excess in time and/or services will be billed in arrears.

EDUCATIONAL FACILITIES

All rental prices are for minimum of 4 hours. Additional hours are available for an additional fee.

AT ALL CAMPUSES

Cafeteria	\$ 400.00
Kitchen	\$ 300.00 (Cafeteria supervisor required for entire event at \$30.00 per hour)
Classrooms	\$ 50.00 each

KENNEDALE HIGH SCHOOL

Auditorium \$1000.00

PAC *\$ 2,500.00 event (additional supervisory and technical fees apply)

*** Facility Use Packet for the Performing Arts Center will need to be completed for rental. Separate Schedule of services and fees apply.**

ATHLETIC FACILITIES

All rental prices are for 4 hours. Additional hours are available for an additional fee.

Kennedale High School

Gymnasiums

Varsity \$ 800.00

JV \$ 500.00

PE \$ 400.00

Baseball Field \$ 800.00

Softball Field \$ 800.00

Wildcat Stadium \$ 2000.00

Indoor Practice Facility \$ 500.00 (no access to field house or weight room)

Tennis Courts \$ 250.00

Kennedale Junior High School

Gymnasiums

New \$ 700.00

Old \$ 500.00

Football Field \$ 1500.00

Delaney Elementary School, Patterson Elementary School, Arthur Intermediate School

Gymnasium

\$ 500.00

**KENNEDALE INDEPENDENT SCHOOL DISTRICT
FACILITY USAGE (NON-KISD ORGANIZATIONS)
ADMINISTRATIVE PROCEDURES**

FEES

All organizations will be required to pay fees for the use of any KISD facility. Approved non-profit groups will pay a usage fee to cover utility costs and fees for custodial and supervisory services. Groups that are not approved for a fee waiver will pay the full rental fee, in addition to other supervisory, custodial, and personnel fees according to the facility rented.

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. The Superintendent or designee will determine which groups or organizations are eligible for facility use under this category.

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

CANCELLATIONS

KISD reserves the right to cancel an event due to KISD campus emergency or inclement weather. The district will work to reschedule event with organization that is agreeable to both parties. If no date is available, any monies received for services that were not used will be refunded to the organization.

STAFF SERVICES

Except as provided for in the Facility Use Agreement Form for specific facilities, custodial and/or maintenance services shall be at the rate of \$30.00 per hour. There will be two (2) hours added to the time reserved for custodial and supervisory costs to prepare and clean up the facility. Supervisory services shall be at the rate listed in the Facility Use Agreement Form.

Security Staff

Security Staff is required on all non-KISD rentals. Officers are paid \$35 an hour. A minimum of 4 hours are required. Payment will be paid directly to the officers at the end of the event.

CONCESSION STANDS

When a concession stand is requested, District organizations shall have the right to operate the concession stands and keep all proceeds from the sale of items. When a concession stand is requested and a District organization does not want to operate the concession stand, a standard fee, as listed in the Facility Use Agreement Form, shall be charged for use of the concession stand by the nonschool organization.

FEES DUE

A 50% deposit shall be made when the Facility Use Agreement Form is submitted. The balance of all rental, usage and/or service fees (**supervisory, ushers, custodial, etc.**) is due a minimum of two (2) weeks prior to the scheduled event. Complete payment must be made prior to event.

If an event lasts longer than the time that was specified in the Facility Use Agreement Form, the organization shall be charged for all additional time and all associated service fees. (Supervisory, custodial, ushers, etc.)

FAILURE TO PAY

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 are required to provide proof of current liability insurance, with "Kennedale Independent School District, its officers, employees and agents" named as an additional insured with the minimum coverage amounts stated in the Liability Insurance Requirement Addendum. Reservations will not be considered complete until the Certificate of Insurance has been received by Kennedale ISD.

RENTAL BY SCHOOL DISTRICTS FOR PLAYOFF GAMES

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.

KENNEDALE INDEPENDENT SCHOOL DISTRICT
Kennedale 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 "Kennedale 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 _____