

**GODLEY ISD
FACILITY RENTAL/USE REQUEST FORM**

Name of Organization _____ **Classification Status:** I II III

Billing Address: _____

Adult Person Responsible/Title: _____ **Phone:** _____

Date(s) of Activity: _____ **Time of Activity: From:** _____ **To:** _____

Date(s) of Activity: _____ **Time of Activity: From:** _____ **To:** _____

Campus/Facility Requested:

Purpose:

Needs: *Sound System* *Clock* *Stage Lighting* *Custodial Service* *Cafeteria Personnel*
 Other: _____

Insurance Requirement: Classification "III"

Users

Rental users shall sign a Rental Agreement and may be required to furnish evidence of liability insurance coverage. The insurance requirement may be waived for organizations that exist for the improvement of educational opportunity in the District, subject to approval by the superintendent or designee. (Examples: school organizations, service organizations primarily made up of students for the promotion of student and youth activities.)

Terms and

Conditions:

Renter pays a \$250 deposit. Payment shall be made at least two days in advance of use of the facility. Deposit is refundable if the premises are left in a condition satisfactory to the superintendent or designee. Refund of deposit shall be made within a reasonable time period sufficient for inspection of facilities by the building administrator.

Renter agrees to the attached Fee Schedule including rental fees and other fees associated with custodial, cafeteria, supervision, and maintenance technician if applicable. Payment shall be made at least two days in advance of use of the facility.

In the event the deposit and/or rental fee is waived, a key/badge deposit in the amount of \$10.00 shall be paid. This deposit is refundable upon the renter's return of the key/badge.

Godley ISD requires an adult to be present at all times that the renter uses the facility.

Godley ISD assumes no responsibility for improving or maintaining the facility.

Godley ISD makes no representations that the facility is safe or suitable for the intended use.

Renter accepts full responsibility for and shall pay to Godley ISD any damage done to buildings, equipment, or other school property used by the renter. The renter also assumes full responsibility for the conduct of any and all persons using the facility during the rental.

- Organizations may not engage in the following activities while using district facilities:
 - Possession, consumption, or use of tobacco, alcohol or controlled substances
 - Gambling, bookmaking or any other illegal gaming.
 - Any conduct prohibited by law.

Renter agrees that only rubber soled shoes shall be permitted on the gymnasium playing floor. Boots, dress shoes, and other hard soled shoes are prohibited.

Renter is responsible for leaving the facility in the same condition and order in which it was found, including emptying any and all trash containers used by the renter. For facilities where no initial fee is charged, a cleaning fee may be charged if the facilities are not restored to their original condition after use.

Prior to building use, the renter shall be required to discuss set-up and use of the facility with a district designee, and the district retains the right to prohibit any undesirable or harmful uses by the renter.

The district may revoke its permission to use the facility at any time it is determined that a group's use creates instructional conflicts; damages school property, or violates board policy and/or administrative

Building/facility administrator must conduct an inspection of the facility used prior to returning the renter's deposit.

Administrator's Signature _____ Date _____

Fee Schedule

Classification

Group I:

1. Any school-organized group of local public school students meeting for a school-sponsored activity under the charge of a duly appointed faculty member.
2. General and special elections conducted by duly designated election officials. The cost of employing a custodian for extra hours to unlock and lock the building may be charged to election officials. The use of school facilities for political party primaries shall be based on the fee schedule for Group II.
3. Employee organizations.

Classification Group

II:

1. Nonschool-related co sponsorships with school organizations.
2. Adult groups meeting in the interest of nonprofit youth movements of elementary or high school age such as PTA, 4-H clubs, booster clubs, scouts, campfire, and community youth sports associations.
3. Church organizations. Such groups or their parent organizations must own a church facility within the District or must hold title to real property within the District on which a church is to be constructed and give reasonable proof of definite plans for construction.
4. Organized adult sports leagues desiring gymnasium use on a seasonal basis.

Youth service organizations that are sponsored by non-profit organizations may use cafeterias or activity centers during school operational hours of 3:00 pm to 9:00 pm at no charge, provided that no additional custodial cleanup is needed. If use is outside of this time frame or for any other facility than listed, an additional established fee for utilities and custodial service may be required. Refundable deposit required, if outside lights required an additional

fee may be charged. *Youth service organizations are described as those groups with members that work within the community or attend school in GISD and whose regularly scheduled meetings are normally held within the community that serve, benefit, and contribute to the welfare of the youth of the community (e.g., scout groups, community youth sports associations, non-profit cheerleading groups, Special Olympics, youth groups, non-curriculum student groups).*

Classification Group

III:

1. **Civic organizations** in which a majority of members reside within the community that meet community needs, interests, and diversions (e.g., Rotary Club, Chamber of Commerce, homeowner associations, recreational clubs).
2. **Governmental organizations**, including those governmental groups and municipal governing bodies whose location and jurisdiction is contained in whole or in part within the community (e.g., Councils of Government).
3. **Political organizations**, including those groups whose purpose or purposes, primary or secondary, is the furtherance of a political candidate, ideal, or aspiration. Use of District facilities by political organizations shall be restricted to the conduct of election held in accordance with state or federal laws and to activities that are required by law and associated with the conduct of those elections.
4. **Organizations or businesses**, including those without non-tax status, which may use facilities for an established fee (see fee chart) covering utilities, custodial services, and normal wear and tear (e.g., dance schools, national organizations, governmental groups, or any occasion where an enrollment or admission fee is charged).
5. **Private parties**, including any other group or individual desiring to use a facility for a private event such as a birthday party or family reunion.

***Facility fees are based on a three hour minimum**

***Facility usage beyond three hours may be charged hourly rates**

***GISD reserves the right to determine personnel needed for facility reservations**

	Group I	Group II	Group III
ES or MS Cafeteria/Commons	No Charge	\$250 Refundable Deposit	\$125 \$25/hr after three hours
GHS Cafeteria/Commons	No Charge	\$250 Refundable Deposit	\$225 \$25/hr after three hours
Campus Kitchen *requires food service personnel	\$100/half-day - \$200/full day	\$100/half-day - \$200/full day	\$125/half-day - \$250/full day

Campus CLI/Library	No Charge	\$250 Refundable Deposit	\$125 \$35/hr after three hours
Campus Parking Lot	No Charge	\$250 Refundable Deposit	\$50
ES Gymnasium	No Charge	\$250 Refundable Deposit	\$150 \$50/hr after three hours
GMS Auxiliary Gymnasium	No Charge	\$250 Refundable Deposit	\$150 \$50/hr after three hours
GMS Competition Gymnasium	No Charge	\$250 Refundable Deposit	\$225 \$75/hr after three hours
GHS Gymnasium	No Charge	\$250 Refundable Deposit	\$225 \$75/hr after three hours
GHS Baseball/Softball Fields	No Charge	\$250 Refundable Deposit	\$250 w/o Lights \$450 w/ Lights
LES/G6 Baseball/Softball Fields	No Charge	\$250 Refundable Deposit	\$175 w/o Lights \$375 w/ Lights
LES/G6 Football Field	No Charge	\$250 Refundable Deposit	\$125 w/o Lights \$325 w/ Lights
GHS Football Field	No Charge	\$250 Refundable Deposit	\$250 w/o Lights \$450 w/ Lights
GHS Practice Field	No Charge	\$250 Refundable Deposit	\$125
Office Space	\$150/month	\$150/month	\$150/month
Custodial Fee	\$35/hr	\$35/hr	\$35/hr
Maintenance Fee	\$35/hr	\$35/hr	\$35/hr
Food Service Fee	\$35/hr	\$35/hr	\$35/hr
Security	\$100 \$35/hr after three hours	\$100 \$35/hr after three hours	\$100 \$35/hr after three hours

**A cafeteria employee must be present at any time the kitchen facilities are being used.*

Godley ISD Facility Fees for Select Teams

Non-school sponsored select or competitive teams comprised of **100% GISD students** may be allowed to reserve athletic facilities at the discretion of the assistant superintendent with the following fee rates:

- \$250 refundable deposit
- Fee for rental is \$20 per participant

Non-school sponsored select or competitive teams comprised of at least **75% GISD students** may be allowed to reserve athletic facilities at the discretion of the assistant superintendent with the following fee rates:

- \$250 refundable deposit
- Fee for rental is \$30 per participant

Non-school sponsored select or competitive teams comprised of at least **50% GISD students** may be allowed to reserve athletic facilities at the discretion of the assistant superintendent with the following fee rates:

- \$250 refundable deposit
- Fee for rental is \$40 per participant

Non-school sponsored select or competitive teams comprised of at least **50% GISD students** may be allowed to reserve athletic facilities at the discretion of the assistant superintendent with the following fee rates:

- \$250 refundable deposit
- Fee for rental is \$50 per participant

*Fees are based on a 12-week season and are for practices only; games will have standard facility charges; Team rosters shall be submitted prior to reserving a facility

** Additional fees may be assessed based on any unique situations and will be determined by the Godley ISD Assistant Superintendent

Fees for Private Lessons/Camps

Non-school sponsored camps or private lessons serving at least **50% GISD students** may be allowed to reserve athletic facilities at the discretion of the assistant superintendent with the following fee rates:

- Fee for rental is \$20/hr
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Turf Field Regulations

- **Cleats/Spikes/Footwear**
 - Molded cleats or sneakers ONLY
 - NO METAL SPIKES on the field without district approval
 - Exceptions include:
 - Varsity Games including Tournaments (baseball & softball)
 - Varsity Playoff Games (baseball & softball)
 - Public Use: Failure to comply with these expectations will result in immediate revocation of field privileges
- **Food/Gum/Seeds**
 - NO GUM
 - NO SEEDS OF ANY KIND
 - No food on the playing surfaces
 - Food/Snacks should be taken outside the fence and away from the playing surface
- **Godley ISD is a Tobacco Free Facility**
 - Absolutely no:
 - Cigarettes/Cigars/Electronic Vaping or Smoking Devices
 - Chewing Tobacco
- **Prohibited Activities**
 - Storage of materials such as drums, lumber, equipment
 - Unnecessary vehicular traffic
 - Golfing, javelin throwing, the use of long spike track shoes
 - Open flames, fireworks, welding, etc.
 - Use of wire brushes in any form
 - Heavy load exceeding 2 psi (static) or 35 psi (dynamic)
 - Use of cleaning equipment, methods, or materials not authorized
 - Pressure sprayers exceeding 2,000 psi
 - Vehicles with non-pneumatic tires
 - Introduction of sand or fills that vary from outlined specifications

Signature of Applicant (Adult Person Responsible)

Date

*By signing this document, you agree to abide by all of the above regulations. Failure to comply will result in loss of deposit (if applicable) and future use of Godley ISD facilities