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FACILITY USAGE GUIDELINES

www.clintweb.net

Revised: 2/2019

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NON-DISCRIMINATION STATEMENT
Public Notification of Nondiscrimination

It is the policy of Clint ISD not to discriminate on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

For information about your rights or grievance procedures, contact the district's Title IX Coordinator, Assistant Superintendent for Personnel Services, at 14521 Horizon Boulevard, El Paso, Texas, 79928, 915-926-4000 and/or Section 504 Coordinator at 14521 Horizon Boulevard, El Paso, Texas, 79928, 915-926-4000.

Notificación Pública de Prácticas No-Discriminatorias

Es la póliza de el Distrito Independiente de Clint no discriminar por motivos de raza, color, religión, sexo, género, origen nacional, impedimento físico, edad ó cualquier otro motivo en sus prácticas de empleo tal como lo prohibe el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX, Assistant Superintendent for Personnel Services, en 14521 Horizon Boulevard, El Paso, Texas, 79928, 915-926-4000 y/o el Coordinador de la Sección 504, en 14521 Horizon Boulevard, El Paso, Texas, 79928, 915-926-4000.

CLINT ISD FACILITY USAGE GUIDELINES

Clint ISD public school facilities' purpose and function is to provide quality educational environments conducive to the learning of the students we serve. Clint ISD policy GKD (Local) encourages the District permit non-school use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy. Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property. The Superintendent or designee is authorized to approve use of any District facility. Governmental agencies and municipalities will be permitted the use of facilities without charge. All other policies and procedures will be enforced.

Clint ISD 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(s) charged. All organizations/groups with the same category shall be offered fair and equal access to District facilities. Any misrepresentations by an organization and/or individual, abuse of any District property, and violation of state, local law or federal and/or any violation of any District policy, rule or regulation may result in: 1) the immediate termination of the contract; 2) the requirement to immediately vacate the premises; and/or 3) the denial of the organization's and/or individual's request for future use of the premises.

District facilities include, but are not limited to, campuses, real property, athletic facilities, buildings, and district indoor and outdoor fields. Charges for facilities are listed by user group designation. Clint ISD has the authority to limit access to facilities. The use of all athletic game fields, gyms, field house, or tennis courts is restricted to after school hours and must be requested through the Clint ISD Application for Use of School Facilities. All facilities are subject to closure to the public for maintenance.

All Facility Usage requests must be submitted in writing, all requests will be considered according to the Clint ISD Facility Usage Guidelines. The administration reserves the right to deviate when necessary to achieve the overall purpose of the guidelines.

See the following policies for other information regarding District facilities use:

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school-related activities: FM
- Use by non-curriculum-related student groups: FNAB
- Use by District affiliated school-support organizations: GE

GENERAL RULES AND PROCEDURES FOR CLINT ISD FACILITY USAGE

Clint ISD welcomes the use of district facilities by outside organizations/groups; however, such use of District facilities shall not be permitted when it interferes with the educational programs of any campus or District –scheduled activities, including facility maintenance and / or repair projects. The Board of Trustees and the Administration of the Clint ISD will assure the taxpaying public that school facility use is in no way detrimental to the regular educational program.

Public school buildings are provided primarily for the regular educational program of the Clint Independent School District and they must be maintained at all times in a satisfactory manner for this purpose. The use of public school facilities outside of school hours may be granted for non-profit educational, cultural, recreational and civic activities as freely as is consistent with the statutes of the State of Texas, the primary purpose of the public school buildings and the rules and regulations of the Clint ISD as specified by the Board of Trustees. The Clint Independent School District reserves the right to reject any requests deemed to be inappropriate.

The District has developed some basic conditions, rules, procedures governing the use of facilities, listed here:

- Any individual, group, school or non-school organization wishing to use any of the District facilities must do so by completing the Clint ISD Facility Usage Packet. This application may be submitted electronically or in-person.
- District administered activities shall always have priority over non-district administered activities.
- No verbal commitments for use of facilities shall be considered in anyway binding upon the District.
- Individuals may not apply to utilize school facilities for private personal or family activities such as wedding receptions, family reunions or birthday parties.
- Any individual or group requesting use of District facilities will be charged fees in accordance with User Group, current rates on the Fee Schedule.
- The privilege of use may be suspended immediately if there is evidence of misuse of the facilities at any time.
- Proof of current insurance certificate must be provided at least 14 business days prior to the scheduled event. The minimum amount required level of the insurance certificate is $1,000,000.00.
- The submission of the Clint ISD Facility Usage Packet constitutes a guarantee to Clint ISD that the user group will be responsible for the use of premises as outlined in the Clint ISD Facility Usage Guidelines and policy GKD (local).
- The Clint ISD Facility Usage Packet must be screened and approved 14 days prior to the event/function.
- Changes to the signed agreement/application must be made one week in advance from scheduled event/function.
- The balance of all rental fees is due a minimum of 5 days prior to the scheduled event. Failure to pay fees in a timely manner may result in loss of future use of Clint ISD facilities.

- It is the sole responsibility of the requestor/user group to provide all required documentation for the use of facilities in Clint ISD.
- The District shall be held harmless for liability incurred by the group while using District owned buildings, grounds or equipment.
- District employees requesting use of school facilities for non-district administered activities, whether acting as an individual or part of a group, are subject to the guidelines and associated group fees for the use being requested.
- Facilities will not be rented on Sundays, school holidays or the weekend immediately preceding or following those designated holidays pending the district is able to obtain a facilitator to work on the date requested.; this includes Clint ISD summer schedule.
- The activity must be under competent adult supervision and/or leadership. Representative(s) specified on the application as responsible for the rented facilities shall be present at all times during the event. Organizations will be required to provide adult supervision during all events if the use of the facility is for participants only. Unsupervised activities, siblings, friends, etc. are not allowed. The District reserves the right to judge the adequacy of such supervision and if, in its judgment it is advisable to do so, may require a person or persons to be assigned to the function and the applicant will be responsible for payment for said services.
- All youth groups must be sponsored. No members of any youth group will be admitted into a facility prior to the arrival of the sponsor/group user. All children must be supervised at all times and remain in assigned areas.
- Clint ISD reserves the right as permitted by law to deny any organization use of school facilities if Clint ISD reasonably believes the organization and/or its activities may present a danger to the health or safety of the district. District shall be the final judge of what is appropriate or not in the public interest.
- Permission to use the facility or any portion thereof shall not be transferred to a third party.
- Ensure that all District facilities are left neat and in orderly condition ready for the next school day.
- Food and drinks shall be consumed only in areas designated for such use at any Clint ISD facility. No food or drinks are allowed in any gymnasium or auditorium.
- Open flames are not allowed on any school property unless approved for food warming.
- Smoking and the use or sale of illegal substances is not allowed on District property.
- The carrying of a concealed or displayed weapon anywhere on District premises is strictly prohibited.
- Animals are not allowed on District property without prior approval, with the exception of service animals.
- No bats, hard balls (i.e. baseballs, softballs), roller blades, street shoes or black sole shoes are allowed in the gym.
- The use of profane language or gambling is not permitted on District property.
- Portable restrooms may not be brought onto District property without prior Superintendent approval.
- Alcoholic beverages are not allowed on District property. Nor shall any person which is in a drunken or intoxicated condition, or who is under the influence of liquor, be permitted on District property.

- Clint ISD reserves the right to cancel a reservation at any time, without cause or penalty. Clint ISD reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided.
- No equipment or supplies of the user group/renter will be stored on school property.
- District exemptions from use/rental include 1) Offices, 2) Classrooms, and 3) Concession Stands
- Opening/closing of building facility must be arranged with a school facilitator or district approved designee; campus custodian; or District security. This includes Monday through Friday and weekends.

FACILITY USAGE USER GROUPS

Facility use is defined as either a district administered activity or a non-district administered activity and designated by user groups. The User groups are divided into four classifications. Classifications are listed in priority order for use of the Districts facilities and fees are determined based on the type of use and the non-profit status of the user group.

Group 1:

SCHOOL-RELATED NONPROFIT ORGANIZATIONS

Non-profit organizations whose purpose is solely to support Clint School District. To qualify for use of a district facility at no rental cost, the facility use must be for the organization itself and its own activities, not the unrelated activities of individual members of such organizations and not for events or activities of third parties affiliated with, promoted by, or sponsored by the organization. This group includes parent-teacher organizations, school booster clubs, league and state tournaments, associated student body, Communities in Schools, school site councils, and district convened advisory groups or committees, professional development for district staff which is managed by district staff.

Group 2:

NONPROFIT YOUTH ORGANIZATIONS

Local youth non-profit groups with 50% or more participation from students residing within the Clint School District boundaries. These are social, recreational, and athletic groups. This group includes, but is not limited to, local youth athletic teams, Girl and Boy Scout groups, Campfire, 4H Club, YMCA and YWCA and religious related youth groups. The non-profit youth organization are required to provide proof of 501(c) 3 status; a youth verification roster/list and participation roster made up of at least 50% of students from Clint ISD.

Group 3:

NONPROFIT COMMUNITY ORGANIZATIONS

Community betterment groups, public agencies or other local groups formed to address community issues, and post-secondary institutions and community organizations: (cultural, political, sectarian, adult social / recreation clubs or teams, HOA organizations, community clubs, religious and other adult non-profit organizations).

Group 4:

FOR-PROFIT ORGANIZATIONS

Commercial or profit-making groups. Includes all other groups or individuals not defined as Group 1, Group 2 and Group 3 users.

Any individual or group requesting use of school facilities will be charged fees in accordance with current rates of the fee schedule, unless otherwise approved by the Superintendent.

FACILITY USAGE USER FEES & APPLICATION

Groups or individuals wanting to use Clint ISD facilities must obtain and complete the Facilities Usage Guideline Packet from the Clint ISD website, www.clintwed.net, or from the Administration Building located at 14521 Horizon Blvd., El Paso, Texas 79928; www.clintweb.net .

Clint ISD scheduling priorities for facility usage shall be:

1. District sponsored functions/events to include educational programs; instructional activities; meetings; practices; performances; and staff meeting.
2. Policy GE: Use by District affiliated school-support organizations
3. Policy DGA: Use by employee professional organizations
4. Meetings and Activities of other groups on a first-come, first served basis.

The following must be filed and completed before a Facilities Usage Guideline Packet agreement is approved:

a) Completed & signed Facilities Usage Guideline Packet (i.e. Acceptance & Acknowledgement of Clint ISD Facility Usage Guideline Manual, Release of Liability, and Application).
b) A current insurance certificate with District insurance requirements.
c) A deposit of $250.00 (cashiers check) or $500 (long-term rental), see fee schedule.
d) All 501(c) 3 non-profit entities shall provide a copy of their Letter of Determination from the IRS.
e) Roster of student participants, including each student's name, grade level and campus as needed for rate category.
f) Filed required documentation no later than 14 days before to the event.
g) Full payment no later than five (5) days prior to the event.

It is the sole responsibility of the renter/user group to provide these documents. No reminders will be issued.

Prior to approval and use of the facility, users in groups 2, 3, and 4 will furnish proof of liability coverage for the event(s). This coverage should consist of an original Certificate of Insurance with Clint ISD named as an Additional Insured and Certificate Holder with a minimum of $1,000,000 per occurrence and $1,000,000 general annual aggregate. Coverage provided by such policy or rider must apply to the death or injury of any person and the damage to property that results, directly or indirectly, from the intentional or negligent act or omission of user's officers, agents, employees, guests, or invitees during the use or occupancy of district premises. Such insurance shall be with an insurance company or companies authorized to do business in Texas, under policy or policies acceptable 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. If a policy contains deductible provisions, user shall be responsible for payment of the deductible amount for any claim(s). Cancellation of insurance cancels the Use of Facility agreement.

Access to the facility shall not be permitted until the application and insurance has been screened and approved.

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CLINT ISD FEE SCHEDULE

FEE SCHEDULE

	Group 1 SCHOOL-RELATED NONPROFIT ORGANIZATIONS	Group 2 NONPROFIT YOUTH ORGANIZATIONS	Group 3 NONPROFIT COMMUNITY ORGANIZATIONS	Group 4 FOR-PROFIT ORGANIZATIONS
BUILDINGS				
CAFETERIA	No- Charge	No- Charge	$50.00 per hour	$75.00 per hour
CONFERENCE ROOM	No- Charge	No-Charge	$25.00 per hour	$35.00 per hour
ELEMENTARY GYM	No- Charge	No-Charge	$50.00 per hour	$75.00 per hour
MIDDLE SCHOOL GYM	No- Charge	No-Charge	$50.00 per hour	$75.00 per hour
HIGH SCHOOL GYM	No- Charge	No-Charge	$75.00 per hour	$100.00 per hour
HIGH SCHOOL AUXILIARY GYM	No- Charge	No-Charge	$50.00 per hour	$75.00 per hour
ATHLETIC FIELDS				
PRACTICE ELEMENTARY FIELDS: 1 HOUR	No- Charge	No-Charge: 1 hour maximum	$10.00: First Hour $5.00: each additional hour	$50.00: First hour $10.00: each additional hour
GRASS GAME FIELD MIDDLE/HIGH SCHOOL: 1 HOUR	No- Charge	No-Charge: 1 hour maximum	$50.00: First hour $10.00: each additional hour	$100.00: First hour $50.00: each additional hour

OTHER FEES

- Campus administration must approve or decline the request before final authorization.
- Price includes custodial fees.
- Use of kitchen or equipment is NOT included in Cafeteria rental.
- Additional charges for Security Services, if District determines a need for the event.
- High School artificial turf fields are Not for rental: Special written permission can be requested with additional requirements and fees.
- Summer schedule: facilities are only available if the district is open.

DEADLINES: For Use of Facilities

January 1st thru April 30th Packets accepted on/after December 1st	May 1st thru August 31st Packets accepted on/after April 1st	September 1st thru December 15th Packets accepted on/after August 1st

NOTES: The fee schedules reflects the rentals of the facility and includes the cost of electricity, heat and air conditioning. Costs not included in the fee schedule, but may be required are miscellaneous expenses incurred by the District as specified in the agreement. Total cost of facility rentals will be calculated on the Facility Usage Request Application.

Sample of an Acceptable Certificate of Liability Insurance.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 02-01-2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER:	CONTACT NAME: Agency Contact	
ABC Insurance Company 12345 Street City, State 79901	PHONE (A/C. No. Ext) 915-555-5555	FAX (A/C. Ext) 915-555-5556
	EMAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: HIJK Insurance Company	
INSURED:	INSURER B: 1234 Insurance Company	
	INSURER C:	
Insured Name Address City, State 79901	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES: | CERTIFICATE NUMBER: | REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF COVERAGE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X CLAIMS-MADE X OCCUR GENERAL AGGREGATE LIMIT APPLIES PER: POLICY X PROJECT LOC	x	x	123456789	02-01-2016	02-01-2017	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GERERAL AGGREGATE PRODUCTS- COMP/OP AGG	$1,000,000 $300,000 $10,000 $1,000,000 $2,000,000 $1,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS X HIRED AUTOS / X NON OWNED AUTOS	x	x	123456789	02-01-2016	02-01-2017	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (per person) BODILY INJURY (per accident) PROPERTY DAMAGE (per accident)	$1,000,000
	UMBRELLA LIAB / OCCUR EXCESS LIAB / CLAIMS-MADE DED / RETENTION						EACH OCCURRENCE AGGREGATE	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS BELOW	N/A	x	WC987456321	02-01-2016	02-01-2016	X WCSTATU-TORY LIMIT / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space if required) Certificate Holder is listed as an Additional Insured on the General Liability with respects to liability arising out of your ongoing operations for that insured per the attached endorsement form CG2010 (or equivalent). Certificate Holder is listed as an Additional Insured on the Auto Policy with respects to their legal liability per the attached endorsement form CG0403 (or equivalent). The General Liability, Auto Liability and Workers Compensation include a Waiver of Subrogation in favor of the Certificate Holder per the following endorsement form CG2404, CA2089, and WC4203 (or equivalent). (If policies need to be endorsed to have any of these endorsements added to the policies please include documentation that a request has been made to the insurance company or a copy of the endorsement needs to be included.) Job Name or Project Number:

CERTIFICATE HOLDER	CANCELLATION
Clint ISD 14521 Horizon Blvd. El Paso, Texas 79928	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Name of Insurance Agency

Name of Organization submitting the application.

Required amount of $1,000,000. (Minimum)

Policy date within the time range of the requested lease date.

Policy number, at all times.

Clint ISD or Clint Independent School District, is the only name listed here.

CLINT ISD STUDENT ROSTER

LAST NAME	FIRST NAME	MIDDLE NAME	DOB	SCHOOL ID #	CAMPUS

*Please make additional copies if needed.

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CLINT ISD FACILITY USAGE WAIVER

RELEASE OF LIABILITY

Name of the Activity or Event: _____

Date of Activity or Event: _____

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING AND /OR VOLUNTEERING IN THIS ACTIVITY OR EVENT, and waive, release and discharge Clint Independent School District and their administartors, board members, officers, employees, volunteers, agents, representatives or assigns and the activity or event sponsors, from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may occur to me as a result of participation in the above named activity at the School Facility. I agree to indemnify, hold harmless, and promise not to sue the entities or persons mentioned above from any and all liabilities or claims made as a result of participation in this activity or event, whether caused by the negligence of those released or otherwise.

This use of facility waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Print Name	Signature
Date	Street Address
Phone	City/State/ Zip

Campus Use|
Received Date: _____ Print Name & Initial: _____

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ACCEPTANCE & ACKNOWLEDGEMENT OF THE FACILITIES USAGE GUIDELINES

Activities conducted in school facilities must meet the policies and regulations of the Clint Independent School District, its Board of Trustees and all state and local laws. I hereby acknowledge that I have received, read, and understand the Facility Usage Guidelines for Clint Independent School District.

The Following must be on filed with the Office of Accountability & Student Achievement prior to scheduling the rental of any district facility:

- A completed Facility Usage agreements (i.e. Acceptance & Acknowledgement of Clint ISD Facility Usage Guideline Manual, Release of Liability, and Application).
- A current insurance certificate with District insurance requirements.
- A deposit of $250.00 (cashiers check) or $500 (long-term rental), see fee schedule.
- Roster of student participants, including each student's name, grade level and campus as needed for rate category.
- All 501(c) 3 non-profit entities shall provide a copy of their Letter of Determination from the IRS.
- Filed agreement documents no later than 14 days before to the event.
- Full payment no later than five (5) days prior to the event.

The Office Accountability and Student Achievement of Clint ISD will determine rental Fees.

The undersigned agrees to be responsible to Clint Independent School District for the use and care of all rented facilities and to conform to all policies and regulations as set forth in the attached Clint ISD Facility Usage Guidelines, Policies, Rules and Procedures.

The Renting organization understands and accepts that any violation or deviation from these rules may result in fines or fees or loss of future rental privileges as deemed appropriate by the Clint Independent School District.

Print Name	Signature
Date	Street Address
Phone	City/State/ Zip

Campus Use|
Received Date: _____ Print Name & Initial: _____

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FACILITY USAGE APPLICATION

FOR OFFICE USE ONLY

Date Submitted:_____ Campus Staff Initials:_____

Level I Sign-off: Campus Administrator
APPROVED:_____ DECLINE:_____

Adm. Signature:_____

Level II Sign-off: Superintendent
APPROVED:_____ DECLINE:_____

Supt. Signature:_____

TOTAL ESTIMATE FEES: _____

COMPLETE AND RETURN FORMS TO LOCATION APPLYING FOR USE.

- Application is not approved until final confirmation from the Accountability & Student Achievement Office, 915.926.4051.
- Upon approval, this application will serve as the permit and must be made available for review upon request during facility use. Groups failing to produce this permit will be asked to leave the premise immediately.
- Visit www.clintweb.net for additional information, including the facility usage guidelines and Schedule fees.

Applicant's Name:		
Organization/Group/Sponsor Names:		
Street Address:		
City:	State:	Zip Code:
Cell Phone:	Alternative Number:	
Email:	Secondary Email:	

Your GROUP classification {refer to facility usage user group descriptions/criteria to determine your group.

GROUP 1 ☐ GROUP 2 ☐ GROUP 3 ☐ GROUP 4 ☐

Activity/Event Title:	
Location (Name of school):	
Date(s) Requested (Be Specific):	
Days(s) (PLEASE CIRCLE): Sunday Monday Tuesday Wednesday Thursday Friday Saturday	
Start Time of Activity/Event:	End Time of Activity/Event:
Will the public be admitted? Y ☐ N ☐	Expected Attendance:
Will a fee be charged for admission? Y ☐ N ☐	If yes, admission charge: $
Is this event a fundraising activity? Y ☐ N ☐	If yes, explain
Is this a commercial (for-profit) event? Y ☐ N ☐	If yes, explain
Does the Activity serve current Clint ISD students? Y ☐ N ☐	Percentage of Clint ISD Students: _____%

EXTERNAL SPACE REQUESTED:
Stadium:_____ Football Practice Field:_____
Track:_____ Tennis Courts:_____
Baseball Field:_____ Softball Field:_____
Baseball Practice Field:_____ Parking Lot:_____
Lights (if available):_____

INTERIOR SPACE REQUESTED:
Library:_____ Library Meeting Room:_____
Large Gym:_____ Small Gym:_____
Other:_____
_____

Items that must be submitted 14 days prior to activity or event:

- Completed & signed Facilities Usage Guideline Packet (i.e. Acceptance & Acknowledgement of Clint ISD Facility Usage Guideline Manual, Release of Liability, and Application).
- A current insurance certificate with District insurance requirements.
- A deposit of $250.00 (cashier's check) or $500 (long-term rental), see fee schedule.
- All 501(c) 3 non-profit entities shall provide a copy of their Letter of Determination from the IRS.
- Roster of student participants, including each student's name, grade level and campus as needed for rate category.
- Full payment no later than five (5) days prior to the event.

User hereby agrees to all of the terms and conditions of Clint ISD Facility Usage Guidelines. The undersigned warrants that he/she is an authorized representative of the Organization with authority to executive this Agreement and bin the Organization hereto.

Signature:_____ **Date:**_____