



Manor Independent School District

Facilities Department

12716 Gregg Manor Rd Manor, Texas 78653 512-278-4055

ACKNOWLEDGEMENT OF RENTAL INFORMATION

Activities conducted in school facilities must meet the policies and regulations of the Manor Independent School District, its Board of Trustees, and all State and Local Laws.

The following must be submitted to the Facilities and Construction department prior to scheduling the rental of any District facility, no later than 14 days prior to the event:

1. *Completed copy of the Facility Rental Information packet*
2. *\$250 deposit, \$500 if a long-term rental*
3. *Proof of acceptable liability insurance with Manor ISD named as an additional insured and policy holder with limits of at least \$1,000,000 (may be waived for Group 1 organizations)*
4. *Nonprofit Charitable Organization Exemption Form for verification of rate category (Proof of 501(c)(3) status)*
5. *Roster of student participants that includes student's legal first name, last name, and date of birth, as needed to verify the rate category*

Rental fees will be determined by the Superintendent of Schools or designee.

Payment in full is required no later than 5 business days prior to the event.

The undersigned agrees to be responsible to Manor ISD for the use and care of all rented facilities and to conform to all policies and regulations as set forth in the attached Facilities Rental Guidelines.

This organization represents to the Manor Independent School District that it has read the Facility Rental Information Packet and agrees to all provisions contained therein. The renting organization understands and accepts that any violation or deviation from these rules may result in fines or fees and loss of future rental privileges and deemed appropriate by the Manor Independent School District.

Signature: _____

Title: _____

Date: _____

Phone: _____

Address: _____

Approved by: _____

Date: _____

Manor ISD Authorized Representative