HUTTO ISD FACILITY RENTAL INFORMATION

(THE INFORMATION IN THIS PACKET EXCLUDES THE PERFORMING ARTS CENTER (PAC)

Purpose

Hutto Independent School District (HISD) permits the use of designated District facilities for non-school related activities, including educational, recreational, civic, or social events, provided these activities do not conflict with school operations or the provisions outlined in this policy. Approval will not be granted for any activity that could potentially damage District property or by any group that has previously caused damage to District property (Board Policy GKD (LOCAL)).

As a tax-supported nonprofit organization, HISD is committed to serving the students and youth within the District boundaries. In recognition of this, the District may distinguish between different categories of organizations/groups (e.g., youth groups, adult organizations, nonprofit entities, for-profit groups, and civic organizations) in determining the allowed duration of facility use and the fees charged. However, all organizations within the same category will be provided equal and fair access to District facilities.

Terms & Conditions

Any misrepresentation by an organization or individual, abuse of District property, or violation of state, local, or federal laws, or any District policies, rules, or regulations, may result in one or more of the following consequences:

1. Immediate termination of the rental contract.
2. Immediate vacating of the premises.
3. Denial of future facility rental requests for the organization and/or individual.

DEADLINES

The following items are due no later than indicated below:

Facility usage requests:	14 days before the event date
Required documentation:	Insurance is required before facility requests
Revisions/cancellations:	5 business days before the event date
Payment:	5 days before the event date for Groups 2 & 3 (1st of the month for long-term rentals)

This policy ensures responsible and equitable use of District facilities while safeguarding the integrity of District property.

BUILDING USAGE GUIDELINES, POLICIES, & PROCEDURES

Excluding the Performing Arts Center (PAC)

HISD reserves the right to refuse the use of facilities at any time based upon, but not limited to: conflicts with HISD activities, space availability, over usage of facilities, lack of or invalid insurance, lack of or delayed payment, failure to comply with the terms and conditions, property damage, and safety concerns. If an organization is categorized as "Do Not Rent" by HISD, the organization will be ineligible to rent facilities for a minimum of a 1 year probation period.

The external organization agrees to:

- Pay the required facility usage fee.
- Waive all defects that may exist on the premises.
- Not hold Hutto ISD liable for any losses resulting from lack of electricity, lighting, or heating/cooling due to power outages, inclement weather, or failure of equipment.
- Not hold Hutto ISD liable for damage to persons or property regardless of whole negligence or acts of omission that cause such injury or damage.
- Indemnify and save harmless Hutto ISD, its Board of Trustees, Agents, Employees and Representatives from all suits, actions, and claims expenses (including attorney fees and damages of character) arising out of the use of facilities by the organization, its agents, patrons, visitors, guests, representatives, employees, or other persons allowed on premises by the organization.
- Prohibit employees, agents, or others who have been convicted of: (a) a felony under Penal Code Title V; (b) an offense requiring registration as a sex offender under Code of Criminal Procedure, Chapter 62; or © an offense under the laws of another state equivalent to (a) or (b), above, from providing services, programs or training to public school age children in connection with use of HISD property.

FACILITY GUIDELINES

1. Facilities are to be used solely for their intended purpose.
2. External organizations may submit facility requests after insurance approval for each school year beginning August 1. Rental events are limited for the month of August. This allows time for facility requests to be processed as our staff prioritize school-related events first.
3. Permission of use shall not be transferred to a third party.
4. The following are <u>prohibited</u> on HISD property: fog/haze/mist machines or pyrotechnics; gambling; firearms; open flames (including candles); alcohol, tobacco, or drugs in any form in accordance with Texas State Laws and Drug Free Schools policy.
5. Personal use of facilities is prohibited (family reunions, parties, weddings, showers, personal practices, etc).
6. <u>FOOD/BEVERAGE:</u>
    a. GYMS - **<u>NO</u>** food or beverages permitted in the gyms.

b. FOOD TRUCKS: Food Trucks are permitted for facility rentals. Rental groups are responsible for all documentation including city and health permit, insurance and all utilities to operate. Additionally, food trucks during the school day must follow USDA and TDA regulations. The rental group is responsible for all damages and spills from food trucks.

Food trucks are permitted for approved facility rentals under the following conditions:
Eligible sponsors:

- Food trucks may be sponsored by school-related organizations (such as PTA, booster clubs, project graduation, and student clubs) or by other rental groups with prior written approval from the District.

Compliance and documentation

- The rental group is responsible for ensuring that each food truck:
  1. Holds all required city permits and health department approvals.
  2. Provides current proof of liability insurance meeting District requirements.
  3. Supplies all utilities and equipment needed to operate.
  4. Park in designated locations

School Day Operations

- Food truck operations on or adjacent to campus during the school day must comply with all applicable USDA and Texas Department of Agriculture (TDA) regulations. The District reserves the right to restrict or deny food truck operations that conflict with child nutrition program requirements.

c. GYM LOBBY - Food & beverage permitted for approved events in the gyms.

7. District property is not to be removed from facilities.
8. Heating/ventilation/air conditioning (HVAC) equipment may only be operated by authorized HISD personnel.
9. Signage and decorations must not deface District property and must be removed immediately after an event.
10. The rental group is responsible for any damage, stains, grease spills, or other impacts to District property resulting from food truck operations. All areas must be cleaned and restored to their original condition immediately following the event. Any additional cleaning or repairs required by the District will be billed to the rental group.
11. In the event of an incident that requires medical attention or any time that public safety personnel have been called on site, the organization contact must complete an Accident/Incident form and email it to facilityrentals@huttoisd.net within 24 hours.
12. Sales of any products or services of any kind are not allowed on HISD property without documented approval.
13. The District retains all concession rights for the sale of food or drinks.
14. District equipment (such as gym equipment, public address systems, microphones, speakers, a/v equipment, risers, projectors) is not available for use by outside organizations without documented approval. Use of scoreboard controllers is allowed for middle and high school gym rentals.

15. Do not prop open exterior doors.
16. Equipment or supplies of the organization are not to be stored on HISD property without documented approval.
17. Each organization must appoint ONE representative to communicate with HISD personnel.
18. Distribution of flyers (posting, emailing, etc) is not permitted without documented HISD approval.
19. Amusement rides are not permitted by outside organizations without documented approval. Click here to view what is considered an amusement ride. If approved, the vendor must comply with all TDI requirements for "amusement rides".

ATHLETICS - Facility guidelines apply unless otherwise stated

TURF FIELDS

- **Major areas of responsibility:** Keep the turf clean and prevent physical damage. Users are responsible for their players and their spectators.

- **CLEANLINESS:** Because the turf is not regenerated like natural grass, anything left on the turf remains there, posing health and safety hazards as well as general degradation of the turf.

- **PROHIBITIONS:**
  - No tape
  - No sunflower seeds - $200 fee. No nuts/peanuts, soda, gum
  - No fog, mist, or pyrotechnics, open flames of any kind, including fireworks, welding, smoke canisters, etc.
  - No alcohol/tobacco
  - No glitter/powders
  - No dogs/pets
  - No metal spikes allowed on baseball/softball fields. May lead to a $200 fine and possible DO NOT RENT list
  - Maximum length for cleat spikes is ¼", but 3/16" is preferred (football field only)
  - No storage of equipment
  - No disposing of ice chest or water chest on turf fields
  - No introductions of sand or fills on the field
  - No golfing, javelin throwing, and no use of long spike track shoes
  - No roller blades, roller skates, skateboards, bicycles, tricycles, or any other self-propelled or otherwise-propelled wheeled apparatus shall be on the artificial field.
  - DO NOT DRAG EQUIPMENT (i.e. hurdles). Protect the turf surface from sharp or pointed edges of objects or equipment placed on the field. When goals or other equipment are moved, they should be carried or moved on wheels. Dragging goals can damage the turf and track. Do not drag anything on the turf or track.

- Motorized vehicles are not permitted on the turf (except approved maintenance vehicles).

- **VIOLATION/REPAIRS:** Violations of these guidelines may be cause for expulsion from District property and/or loss of rental privileges. Any repair cost will be billed to the renter.

- **CLEAN-UP:** The renter is responsible for leaving the field clean. When done, the renter must inspect the field and remove anything left by players AND spectators, such as trash, athletic tape, or equipment.

GYMNASIUM USER'S GUIDELINES AND RESPONSIBILITIES:

- **PROHIBITIONS:**
  - Food and beverages are not allowed in the gyms.
  - Items that could damage gym floors are prohibited.

- **CLEAN-UP:** Renter is responsible for leaving the gym clean. When done, the renter must inspect the gym and remove anything left by players AND spectators, such as trash, athletic tape, or equipment.

- **ATHLETIC FACILITIES NOT AVAILABLE FOR RENT:**
  - Locker Rooms
  - Weight Rooms
  - *** Concession Stands**: District concession stands, locker rooms, and weight rooms are not generally available for rent. Concession stands may only be utilized when not in use by school entities or booster clubs, or when they do not contain inventory for future events, and only with prior written approval from the District. Additional fees and conditions may apply.

RESTRICTIONS

- Campus facilities are not available on the evening preceding or days of STATE TESTING.
- Facilities are not available on dates designated as No Rental, Unavailable, & Closed.
- Renters must submit requests with COI before securing the rental facility.

LONG-TERM USE

All long-term requests may be approved for periods not exceeding six (6) months. At the end of this period, if the organization wishes to continue renting the space, it must resubmit or update the Facility Usage Agreement. However, the District reserves the right to evaluate all usage and may choose to deny, modify, or select alternative space options based on the best interest of the District.

REVISIONS OR CANCELLATIONS

Requests for revisions to the rental agreement must be submitted in writing by email to facilityrentals@huttoisd.net at least five (5) days before the event.
Notice of cancellation must be submitted in writing by email to facilityrentals@huttoisd.net no later than forty-eight (48) hours before the event.
For long-term contracts, notice of cancellation must be submitted in writing by email to facilityrentals@huttoisd.net at least ten (10) days before the final date of facility use.

INCLEMENT WEATHER & EMERGENCY CLOSURE

The District reserves the right to cancel, postpone, or terminate any facility use agreement due to inclement weather, emergency conditions, safety concerns, or other unforeseen circumstances as determined by the District.
In such cases, the District may provide notice as soon as reasonably possible; however, short-notice or same-day cancellations may occur when necessary to ensure the safety of participants and protection of District property.

When a cancellation is initiated by the District under this provision, the renter will be eligible for a refund or credit for the affected rental period, in accordance with District procedures.

ORGANIZATION TYPES

External organizations requesting the use of HISD facilities will be categorized into one of three Organization types. Hutto ISD activities are given priority. Then, priority for external usage will be applied as follows: Organization types 1, 2, & 3. Organization type will dictate documentation requirements and the associated fee for facility usage.

GROUP 1: HISD SCHOOL-RELATED

School related organizations or youth groups including athletic teams who primarily serve Hutto ISD students 80% or greater of participants) may be permitted to rent facilities at the GROUP 1 rate.

- Youth groups (PK-12) must comprise 80-100% Hutto ISD students (athletic groups, camps/clinics that charge a fee).
- A roster of all participants to include the student's name, date of birth, and campus attending must be provided.
- Youth scouting groups may be permitted to use facilities without charge on days when school is in session.

School-support organizations that exist primarily to support Hutto ISD students, staff, or campuses, including but not limited to PTA, booster clubs, and the Hutto ISD Education Foundation. These groups may be eligible for Group 1 rates or fee reductions with prior written approval from the Finance and Operations Departments. District Insurance requires a payment for outside use by organizations for events.

GROUP 2: Non-Profit Organizations

- The organization is a recognized non-profit entity (including youth organizations, churches, civic organizations, and governmental entities).
- The organization provides proof of current 501(c)(3) or other applicable non-profit status to the Facility Rental Office (not required for governmental entities).
- For youth organizations, less than 80% of participants are Hutto ISD students

GROUP 3: For-Profit Organizations

Group 3 includes any organization that meets either of the following conditions:

- The organization is a for-profit business or entity (including partnerships, associations, corporations, and individually owned businesses) that desires to use a district facility to engage in a profit-making activity.
- The organization operates a youth program in which less than 80% of participants are Hutto ISD students, and the program is not operated by a recognized non-profit entity.
- For-profit organizations may not utilize district parking lots free of charge or non-gated, open areas for long-term or recurring business operations (such as boot camps or exercise groups) unless specifically authorized by written agreement with the district.

Note:
HISD staff are not permitted to request facility use for rentals. All rentals (including booster and PTA groups) need to register with the business office to ensure the required documentation is accurate.

AVAILABILITY

FACILITIES: The following facilities are available for organizations to request.

ELEMENTARY SCHOOLS	ADDRESS
Hutto Elementary	100 Mager Lane, Hutto
Cottonwood Creek Elementary	3160 Limmer Loop, Hutto
Benjamin “Doc” Kerley Elementary	800 Haybarn Lane, Hutto
Lee Martinez Elementary	301 Main Hippo Drive, Hutto
Howard Norman Elementary	101 Llano River Trail, Hutto
Nadine Johnson Elementary	480 Carl Stern Drive, Hutto
Ray Elementary	225 Swindoll Lane, Hutto
Veterans’ Hill Elementary	555 Limmer Loop, Round Rock

Middle Schools & High Schools	Address
Hutto Middle School	1005 Exchange Blvd, Hutto
Farley Middle School	303 CR 137, Hutto
Gus Almquist Middle School	1000 Haybarn Lane, Hutto
Hutto 9th Grade Center	301 Destiny Lane, Hutto
Hutto High School	101 Chris Kelley Blvd, Hutto

OTHER	ADDRESS
Hutto Memorial Stadium	101 Chris Kelley Blvd, Hutto
Turf & Practice Fields, Track	Middle Schools & 9th Grade Center

REQUIRED DOCUMENTATION

STUDENT ROSTER (GROUP 1)

To qualify for Group 1 pricing, youth organizations must complete the Hutto ISD Student Roster form, which identifies 80% HISD students. School-sponsored clubs (PTA, boosters, & student clubs) are not required to provide a student roster. Email rosters to facilityrentals@huttoisd.net

PROOF OF NON-PROFIT (GROUP 2)

To qualify for Group 2 pricing, an organization must provide proof of 501(c)(3) non-profit status by emailing facilityrentals@huttoisd.net the IRS Determination Letter. Organizations that are unable to provide non-profit documentation will be invoiced as Group 3.

INSURANCE (GROUPS 1, 2, & 3)

INSURANCE IS REQUIRED FOR ALL RENTALS, INCLUDING BOOSTERS & PTA'S. Insurance (COI) must be approved before approval of a facility request. Requests submitted without insurance approval will be denied/canceled. All external rental organizations are required to provide proof of insurance. Coverage must be documented on an original ACORD Certificate of Liability Insurance form completed by a licensed insurance agent with a minimum of $1,000,000 in liability. Hutto ISD must be named as the certificate holder. Failure to provide insurance or submission of fraudulent insurance will result in cancellation. HISD reserves the right to deny proposed coverage. HISD will keep insurance certificates on file. Please email the one page ACORD Certificate of Liability Insurance form to facilityrentals@huttoisd.net.

COI Requirements

The COI must meet all 5 following requirements:

1. **Section 1:** The insured section must name the organization renting the HISD facility. If it names a parent organization, the renting organization should also be named within this section or within the Description of Operations section.
2. **Section 2**: Policy dates must cover the requested event dates.
3. **Section 3**: A minimum of $1,000,000 under Commercial General Liability for each occurrence is required.
4. **Section 4**: Hutto ISD is to be named as an Additional Insured.
5. **Section 5**: Hutto ISD is to be named as the Certificate Holder. Please use 200 College St, Hutto, TX 78634 - this address covers all Hutto ISD properties.

HUTTO ISD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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:
INSURANCE PROVIDER NAME FULL ADDRESS	PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A :	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

NAME OF INSURED AND SHOULD BE SAME AS ORGANIZATION SUBMITTING THE APPLICATION AND AGREEMENT FOR USE OF HUTTO ISD FACILITIES.

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 INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	[X] COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	[ ] CLAIMS-MADE [ ] OCCUR			POLICY NUMBER			MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$
	[ ] POLICY [ ] PRO-JECT [ ] LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	[ ] ANY AUTO						BODILY INJURY (Per person)	$
	[ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[ ] HIRED AUTOS [ ] NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	[ ] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	[ ] DED [ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						[ ] WC STATU-TORY LIMITS [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N / A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured: Hutto ISD

CERTIFICATE HOLDER

HUTTO ISD
200 College Street
Hutto, TX 78634

CANCELLATION

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

ACORD 25 (2010/05)

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HUTTO ISD

FACILITY USAGE FEES

All facility rental fees are based on an hourly rate, with a two-hour minimum unless otherwise stated.

	GROUP 1	GROUP 2	GROUP 3
ELEMENTARY SCHOOLS			
Gymnasium	$35	$60	$110
Cafeteria and Stage	$35	$60	$100
Playground	$25	$25	$25
MIDDLE SCHOOLS			
Gymnasium	$45	$80	$135
Cafeteria and Stage	$45	$80	$135
Volleyball Standards & Nets/Soccer Goals	$25 per day	$25 per day	$50 per day
Grass Practice Field	$25	$40	$60
MS Turf Field	$45	$90	$135
HIGH SCHOOLS			
Competition Gym - Arena seating	$70	$120	$200
Large Gym - Bleacher seating	$55	$100	$150
Small Gym - Bleacher seating	$45	$80	$110
HHS Grass Practice Field	$25	$45	$65
Volleyball Standards & Nets/Soccer Goals	$25 per day	$25 per day	$50 per day
NGC Turf Field	$45	$90	$135
HISD Memorial Stadium	$400	$600	$1200
Stadium Hospitality Room	$35	$50	$65
Stadium/NGC/ MS Field Lights/Music (flat fee)	$100 Flat rate for each occurrence		
Field House	$100 Flat rate for each occurrence		
Scoreboard	$200 Flat rate for each occurrence		
Home/Visitor Parking Lots	$25	$25	$25
Cafeteria/Multi-Purpose Room	$45	$80	$120
Open/Close - Weekends and Holidays Only	$50	Flat rate for each occurrence	

All personnel fees are based on an hourly rate with a four-hour minimum.

Personnel Fees		
Supervisor/Administrator	$60/hr	4 hr minimum
Security (1:125)	$55/hr	4 hr minimum
HISD PD (1:250)	$65/hr	4 hr minimum
HISD PD w/ Patrol	$85/hr	4 hr minimum
Custodian	$45/hr	4 hr minimum

PERSONNEL FEES

Personnel hourly rates are for Hutto ISD personnel to support the use of facilities by external organizations. Hutto ISD requires that a staff member, acting as a representative of the District, be on site for all external events to assure the proper use of facilities and equipment. Staff members present in a personal capacity do not fulfill this requirement.

FACILITY ACCESS

Access to the facility will not be granted until the Facility Rental Application and Proof of Insurance have been reviewed and approved. If insurance coverage is canceled, the rental contract will also be canceled until new proof of insurance is provided to the District Office. Access to the facilities will be granted only by the designated school Administrator or Custodian. For long-term rentals, a HISD custodian must be present to open and close the facility and remain on-site for the duration of the event. All applicable personnel fees will apply.

DEPOSIT

A deposit is required for all rentals and is due 5 business days before the event. The deposit will be refunded within 7 business days from the conclusion of the event, provided the facility is returned to its normal school operating condition, and no damage has occurred.

PERSONNEL & OTHER INFORMATION

- **CUSTODIAL SERVICES:** No custodial fees will be charged during regular operational hours, which are from the end of the school day until 9:00 pm on school days, and 8:00 am - 5:00 pm during the Summer. Organizations requesting facility use beyond these hours will be required to pay for custodial services. Cleanup by event attendees does not replace the need for custodial staff. If custodial services are unavailable or not assigned for the entire event, fees will be charged for post-event cleanup. The District reserves the right to

determine the number of custodians required based on the event size and facility square footage.

- **ADMINISTRATOR:** An Administrator is required for all middle and high school gym and field rental events. Events include, but are not limited to games, meets, or competitions in which fans/parents may be present. Administrator fees will be added to the rental rate. HISD may assign an Administrator to any non-school-sponsored event if deemed necessary. The Administrator will remain on-site for the duration of the event.

- **HEALTH/SAFETY:** At the District's discretion, outside groups may be required to have Security present during an event. Security services will be coordinated through the Security Department and/or HISD Police Department at the renter's expense. Custodians and Administrators will not serve as security personnel. For the safety of rental groups and District facilities, all rental activities may be subject to camera surveillance.

ACKNOWLEDGEMENT OF RENTAL INFORMATION

I have read and agree to abide by the HUTTO ISD Facility Guidelines, Rules, and Procedures and to all provisions contained herein. I understand that misusing the facility may prevent my organization from making future reservations and may result in the forfeiture of a portion of, or all of, my deposit.

I agree to make payment in full no later than 5 days before the event unless otherwise stated and agreed. I understand and agree to pay any additional fees incurred.

Organization: _____

Printed Name: _____

Signature: _____ **Date:** _____