WOODVILLE INDEPENDENT SCHOOL DISTRICT
Request for Use of School Facilities

School facilities are not for commercial use. They are available to established community groups when use does not conflict with or hinder school activities. Fees apply year round whether or not cooling or heating is used. Rental shall be the rate per hour or day listed below plus cost of janitor and/or lunchroom worker at time and one-half for duty time.

It is required by WISD and the responsibility of the group or organization renting the facility to:

- **Arrange for a school employee and a police officer to be present at the event during the entirety of the event.**
- **Supply names and contact information for the required personnel on this form.**
- **Understand no kitchen equipment or kitchen areas will be used unless a food service employee is present.**
- **Allow time for setup and cleanup when reserving facilities.**
- **Understand facility will be available to enter by time requested on form.**
- **Understand no extra time will be given for any other purpose.**

THE EAGLE SUMMIT RENTER MUST PROVIDE:

- WISD specialist technicians to use the lights and sound system at: $50/hr. ($25/hr for lights, $25/hr for sound) for each performance or practice.
- Wi-Fi and Live streaming through the District is not available. Please make alternate arrangements.
- Renter must provide liability insurance coverage for the period of use.
- WISD Maintenance Department must be notified 7 days prior to scheduled event for any special set-ups or equipment needed. Failure to notify will result in no guarantee of help provided.

NO OTHER FACILITIES MAY BE USED EXCEPT THE FOLLOWING LISTED:

- EAGLE SUMMIT *Auditorium - $400/per Event
- EAGLE STADIUM *$400/per Event plus (Cost as per playoff agreement)
- TALAN HALL (OLD M.S. GYM) * $100/per Event
- EAGLES NEST GYM (OLD H.S. GYM) * $150/per Event
- KIRBY GYM * $250 (No Food or Drinks Allowed)
- AMPHITHEATER *$100/per Event
- COMMUNITY ROOM * $50/per Event
- CAFETERIA * $100/per Event
- LIBRARY * $25/per Event
- TYPICAL CLASSROOM: $25 /per day
- JANITORIAL FEE: $20.00/HR (Janitor is assigned for duration of rental)
- FOOD SERVICE FEE: $20.00/HR (Worker assigned for duration of rental)
- COVID DISINFECTING FEE: $40.00/HR (hours determined by building)
- CONTACT TRACING DISINFECTING FEES: $75.00/HR per Event

(All rental charges must be paid 5 days prior to the event. No exceptions!)

Revised 02/23/2021

Woodville Independent School District
Scheduling of Events
Reservation of School Facilities
By Campus or District Staff

Today's Date _____

Activity or Event: Purpose (Describe Activity) _____

Campus: _____ Group: _____

Participants: Everyone
Specific Individuals / or Group to be notified:
(Who are to attend event, i.e., "Math teachers, 6-8", "Counselors". Email will be sent to those individuals.)

_____

Date(s) Requested: _____   Begin Time: _____   End Time: _____

Door #'s to be unlocked: _____   Begin Time: _____   End Time: _____

Program Time: Begin Time: _____   End Time: _____

<u>**Facility Requested**</u>:
- ❑ Board Room
- ❑ Auditorium
- ❑ Library
  - ❑ HS
  - ❑ MS
  - ❑ IS
  - ❑ ES
- ❑ Cafeteria
  - ❑ HS/MS
  - ❑ IS/ES
- ❑ Community Room
- ❑ Gym
  - ❑ Kirby
  - ❑ HS
  - ❑ MS
- ❑ Classroom _____
- ❑ Parking Lot _____
- ❑ Athletic Field
  - ❑ Stadium
  - ❑ Other _____

❑ Describe any special equipment needed:

❑ Describe any special set-up required:

Contact Person: _____

Campus: _____

Approved: _____

Date: _____

Placed on Campus Calendar: _____

Copy sent to Sandy Reider to be placed on district calendar._____ (date)

Technology: Campus / Representative will be responsible for setting up equipment needed for meeting/workshop.

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_____          _____
Name of Authorized Representative        Name of Group or Organization

Request the use of _____
                              Room or Building

Purpose of Use _____


Date Requested _____ Time _____

Contact Person _____ Phone _____


_____          _____
Signature of Organizational Representative   Date   Signature of School District Representative   Date
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Rate and conditions of rental _____

_____

Food Service Assigned_____ Hours on Duty _____ Rate _____ Amount _____

Janitor Assigned _____ Hours on Duty _____ Rate _____ Amount _____

Additional charges for setup_____ Hours on Duty _____ Rate _____ Amount _____

Name of police officer_____ Contact info_____

Name of School Employee_____ Contact info_____

Record of Payment _____ Date _____ Signature _____

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