



# Terrell Independent School District

*Terrell Proud, Tiger Strong*

700 N. Catherine Street  
Terrell, Texas 75160  
Phone 972-563-7504  
Fax 972-563-1406

## FACILITY RENTAL FORM

**Non-Profit Organizations:** Lions Club, Kiwanis Club, Boy Scouts, Girl Scouts, Rotary Club, Special Olympics, Salvation Army, Chamber of Commerce, City of Terrell, Member Churches, Professional Teachers Organizations, will not be charged a rental fee for the use of the facilities. **Other charges for related expenses such as custodial, supervision, security and other fees still apply.** Any other groups wanting status under “non-profit” must be approved by the school superintendent).

It is very important that we protect all of our facilities and keep them in good repair.

Gyms may be used for Terrell student activities approved by the principal, and for Basketball and Volleyball playoff games which have been approved by the athletic director and Central Office. Rare exceptions may be granted by the superintendent’s designee to allow use for other student activities when necessary. Gym use for other reasons is restricted.

### **The following additional fees apply for both Commercial and Private Non-Commercial Facility Rentals:**

A supervision fee may be required. Charges will be assessed at the following rates: \$20.00 per hour. The determination of personnel will be the responsibility of the school district. Charges for supervision will be based on actual time with a minimum of 4 hours.

A paid custodian must be present when a facility is used. A fee of \$30.00 per hour will be charged for each custodial employee scheduled for the event. A minimum of 6 hours must be paid for each custodian scheduled. The custodial staff will be scheduled for one hour before the event to open the venue, will be present at the event, and at least one hour for cleanup and securing the facility after the event. More custodial staff may be utilized based on the number of the people attending the event at the same rates.

If kitchen facilities are utilized, a fee of \$20.00 per hour will be charged for each School Nutrition employee assigned to the kitchen. They will be present in the kitchen area before, during, and for the kitchen clean up after an event. A minimum of 3 hours will be charged for each School Nutrition employee utilized.

A security fee of \$40.00 per hour for each security officer assigned to supervise an event will be charged. If requested.

**In all cases, a school employee must open and close the facility and must be on duty.**

**No keys will be given to anyone leasing the school facility.**

**School activities take precedent over any other event for facility usage.**

Starting in August 2018, employees of the district will be charged a building use fee, a custodial fee, and if requested a Kitchen and Security fee.



# Terrell Independent School District

*Terrell Proud, Tiger Strong*

700 N. Catherine Street  
Terrell, Texas 75160  
Phone 972-563-7504  
Fax 972-563-1406

## FACILITY RENTAL FORM

**\*\*Payment Must Be Paid in Full 1 Week Prior to Event\*\***

Name of person/organization making request: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Day/Date/Hrs. Needed: \_\_\_\_\_ Open \_\_\_\_\_ Close \_\_\_\_\_

Will Food Be Served at the Event: Yes \_\_\_ No \_\_\_ (food service not needed)

**RENTAL FEE SCHEDULE:** The fee includes the cost of utilities. The fee is for a minimum of 4 hrs. Additional time will be charged at an hourly rate of \$20.00 for commercial and \$15.00 for non-commercial. **All fees must be paid in advance.**

Location	Facility	Fee/4hrs.- Commercial	Fee/4hrs.-Non Commercial	Total Fees
Athletic Complex	Foyer	\$500	\$250	
THS	Cafeteria-West/East	\$500	\$250	
THS	Track/Field	\$1000	\$500	Not Available/Renovation
FMS	Cafeteria	\$600	\$300	
FMS	Track/Field	\$1000	\$500	
Wood Intermediate	Cafeteria	\$500	\$250	
Long Elementary	Cafeteria	\$600	\$300	
<b>Additional Fees</b>				
Supervision			\$	
Clean-Up			\$	
Kitchen			\$	
Security			\$	
				\$

\_\_\_\_\_  
Signature of Person Responsible

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Office Signature

\_\_\_\_\_  
Amount Received

\_\_\_\_\_  
Date