

## **Facilities Rental**

Periodically, individuals or groups may wish to use school facilities. Facilities may be reserved by submitting a Rental/Use Agreement for School Facilities form to the central office.

Reservations are awarded on a first come, first serve basis. If reserved, you may set-up one day prior to your event (providing there are no reservations for that day and there is no conflict with district operations). The individual or group reserving the facility is responsible for leaving the facility in the same condition as it was found. Custodians are not responsible for items left by accident, or that are lost or damaged during any cleanup.

Rental fees must be paid before approval is granted. In some instances, the superintendent may waive fees. Fees may be waived if it benefits current Milano ISD students or Milano ISD alumni who are attending higher education. Following the event, the facility will be inspected. Any major damages will be the responsibility of the person/organization requesting the facility.

## RENTAL/USE AGREEMENT FOR SCHOOL FACILITIES

Milano ISD (MISD) agrees to allow the Lessee group or organization: \_\_\_\_\_

\_\_\_\_\_

to use the following facility / facilities: \_\_\_\_\_,

on \_\_\_\_\_ (date or dates) between the hours of \_\_\_\_\_

and \_\_\_\_\_, under the following terms and conditions:

1. Lessee will pay \$ \_\_\_\_\_ rental fee and a deposit of \$100.00 in advance. Advance payment of any and all rental fees and the deposit must be made to the Superintendent when the agreement is signed and at least 15 days before the facility will be used. If the facility is left in an acceptable condition, the lessee will be reimbursed the deposit. Failure to leave the facility in an acceptable condition will result in a forfeiture of the deposit and jeopardize the lessee's ability to rent facilities in the future. See the attached detailed fee schedule.

2. Lessee will pay a charge of \$25.00 for school personnel needed in connection with its use of the facility (i.e. contact person). If school personnel are required to be on site for an event, a fee of \$25.00 per hour, per school employee, will be charged.

3. Lessee agrees that its use of the facility will be consistent with state law and local policy and that the facility is being used only for \_\_\_\_\_.

4. MISD retains the right to revoke its permission to use the facility at any time it determines that the scheduled use will conflict with instructional or extracurricular activities, will damage or threatens to damage school property, or will violate school policy or administrative regulations.

5. Lessee agrees that it will not allow any possession or use of alcohol, firearms, or illegal drugs on school property and that it will not allow any tobacco use on school property.

6. Lessee is responsible for restoring the facility to its original state after use or a fee of up to \$200.00 may be assessed. No district-owned equipment may be removed from the facility or other alterations made to the facility without the specific written authorization of the Superintendent or designee at least two days before scheduled use.

7. Lessee accepts full responsibility for protecting school property and equipment and assumes any and all liability for repairs or replacement of damage done to buildings, equipment, or other school property used by Lessee.

8. Lessee assumes full responsibility for the conduct of any and all persons using or present in the facility during the rental period.

9. Lessee agrees, to the fullest extent permitted by law, to assume all liability and to indemnify MISD, its agents, and anyone directly or indirectly employed by MISD against all damage, liability, or cost, including reasonable attorney's fees and costs arising out of or in any way connected with Lessee's use of MISD facilities under this agreement.

Agreement submitted on \_\_\_\_\_ (date).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position / Title

\_\_\_\_\_  
Lessee Organization / Group

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_ *Central Office Use* \_\_\_\_\_

Approved

Denied

\_\_\_\_\_  
Signature of Superintendent

Per item #2, this event has been assigned to:

\_\_\_\_\_  
Contact for District

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature of Contact

\_\_\_\_\_  
Date

## FACILITY FEE SCHEDULE

| <u>Facility Area</u>   | <u>Fee</u>  |
|--|---|
| <b>Classroom(s)</b><br>Indicate Number of Rooms _____              | \$50.00 allows use of 1 to 2 classrooms, \$25 per additional classroom  |
| <b>Cafeteria (Not Kitchen)</b>                                     | \$50.00   |
| <b>Cafeteria with Kitchen</b>                                      | \$100.00 + \$25per hour (MISD Staff must be present to run the kitchen) |
| <b>Elementary Gym</b>  | \$50.00   |
| <b>Secondary Gym</b>   | \$100.00  |
| <b>Library</b>   | \$50.00   |
| <b>District Contact Person</b><br>(to open and close the facility) | \$25.00   |

**FACILITY USE RELEASE**

Individual, group or organization: \_\_\_\_\_

Event/Date: \_\_\_\_\_ Facility Used: \_\_\_\_\_

The condition in which the facility was left is:

Acceptable

Comments: \_\_\_\_\_

\_\_\_\_\_

Unacceptable

If unacceptable, indicate time/hours involved for cleaning, cost of repairs, etc.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Personnel

\_\_\_\_\_  
Date of Inspection

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date