

Spur ISD Facilities Lease Agreement

The District shall permit non-school lease of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy. Approval shall not be granted for any purpose that would damage school property or to any group that had damaged District property. The District shall not permit individuals or for-profit organizations to lease its facilities for financial gain.
POLICY GKD (LOCAL)

School buildings and facilities are available for use by the public provided that:

1. A request for lease of building or facility is submitted to the Superintendent at least ten days in advance stating the name of the group, their purpose in renting the facility, the length of time the group needs the facility, and the date of anticipated use. Included in the request, the lessee shall provide any information necessary to determine facilities, arrangements, and any special services necessary to the staging and proper management of the facility. The request must not ask for regular and continued use.
2. The building or facility has not been previously scheduled by another group or is in use by the school. Please refer to District policy GKD (LOCAL) for priorities for scheduling.
3. Any organization or group using the buildings or facilities designates one member of the group as being in full charge and responsible for the activity. This designee shall be required to sign any rental agreement or release from liability provided by the District.
4. The organization shall conduct their business in an orderly manner, abiding by all laws and school policies. The lessee shall never permit more persons to enter the facilities than the number of seats available.
5. Approval shall not be granted for any purpose that would damage school property or to groups that are known to have damaged other rented property.
6. Use of school furniture and equipment will require separate approval of the Superintendent. The person designated as being in full charge of the group or organization shall assume full responsibility for any damage to the furniture or equipment.
7. Food and/or nonalcoholic drinks are permitted only in designated areas and outside the building.
8. Use, sale or possession of tobacco products, alcohol, drugs, and firearms will not be permitted on school premises.
9. The organization shall make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.
10. The District shall incur no liability associated with the use of school facilities by qualified organizations and/or groups. The person signing this agreement and/or the group/organization represented shall assume full responsibility and liability for any damage incurred or injuries sustained during the lease period.
11. Written, printed or recorded materials over which the District does not exercise control shall not be sold, circulated or distributed by persons or groups not associated with the school or a school support group on school premises in the District without prior approval from the Superintendent. To be considered for distribution, materials shall include the name of the organization or individual sponsoring the distribution and shall be submitted for prior review by the Superintendent. Please refer to District policy GKDA (LOCAL) for guidelines on distribution of non-school materials.

12. The facility use fee will be waived for nonprofit athletic, civic, social and religious youth groups as defined in POLICY GKD (LEGAL). Meetings lasting less than ½ hour will be assessed a minimum personnel fee of \$10. Stated personnel fees will apply to all other meetings.

***FOR OFFICE USE ONLY**

Facility	Use Fee	Date(s)	Amount
Cafeteria	\$100 evenings or less than 4 hours, \$150 more than 4 hours		
Dog Dome Gym	\$100 evenings or less than 4 hours, \$150 more than 4 hours		
Old Gym	\$50 evenings or less than 4 hours, \$100 more than four hours		
Dog Dome Auditorium	\$50 evenings or less than 4 hours, \$100 more than four hours		
	In addition to the use fee, the user shall pay any school personnel required to open the area, supervise the activity, secure and clean the area after the event at a rate of \$20.00 per hour (2 hour minimum) for each person needed. **Without exception, at least one person from the Spur ISD kitchen staff is required to be on duty if the kitchen is used.		
	Total Estimated Expenses		

In the space below, please provide any information necessary to determine facilities, arrangements, and any special services necessary to the staging and proper management of the facility. (i.e. use of kitchen, numbers of tables and chairs, public address system)

Lessee Signature

Date

Superintendent Signature

Date

*My signature indicates that I have read, understand and agree to the above listed fees, responsibilities and restrictions.