

**SABINAL ISD  
SCHOOL FACILITY RENTAL AGREEMENT**

**THE USE OF THE GYM, FOOTBALL STADIUM, BASEBALL-SOFTBALL FIELDS, FIELD HOUSE,  
COMPUTER LABS AND DISTRICT TECHNOLOGY EQUIPMENT REQUIRE BOARD APPROVAL AS PER  
POLICY GKD (LOCAL)**

Name of Group \_\_\_\_\_ Date of Application \_\_\_\_\_ Date Processed: \_\_\_\_\_

Contact \_\_\_\_\_ Contact's Telephone Number \_\_\_\_\_ Alternate number: \_\_\_\_\_

Name/Room Numbers of facility to be used: \_\_\_\_\_

Purpose of facility use: \_\_\_\_\_

List of any equipment or ancillary facility needs (Examples: sound system, score board, outdoor lights, computers, projectors, screens, other technology, or etc. Note that certain types of equipment will require additional fees):  
\_\_\_\_\_

Date of event(s) \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_

Conditions of this agreement:

- a. The lessee shall use the facility only for the purposes consistent with the law and this agreement
- b. The lessee shall will follow all state laws governing tobacco and alcohol use
- c. The lessee accepts full responsibility for protecting school property and equipment; and assumes any and all liability for repairs or replacement of any damages done to buildings, equipment, or other school property. School officials shall be the sole judge of damages to property and the amount of time required to return the facility to the original condition
- d. The lessee shall only use the areas of the facility agreed upon in this contract
- e. The lessee shall not remove any items from the facilities
- f. The lessee shall be responsible for cleaning and restoring the facility to its original condition after use
- g. The lessee understands that the District may revoke its permission to use the facility at any time it is determined that a group's use creates instructional conflicts, damages school property, or violates Board policy, administrative regulations, and/or state laws
- h. That the lessee assumes full responsibility for the conduct of any and all persons using the facility during the rental
- i. That the lessee agrees to assume all liability and will hold harmless and indemnify the District, its Trustees, their employees, and agents from any and all liability arising out of the lessee's use of District facilities

**To be considered, all requests should be submitted to the Superintendent's office at least two weeks prior to the desired date the facilities are needed. Facilities requiring board approval should be submitted six weeks in advance.**

## **SABINAL ISD FACILITY USE FEE AND DEPOSIT SCHEDULE**

### Facility fees:

- Classrooms- \$5/hour each
- Cafeteria excluding kitchen -\$15/hour; add \$10/hour for kitchen (requires additional staffing expense of \$15/hour)
- The elementary multipurpose room- \$15/hour
- Administration conference room- \$5/hour
- Library or band hall- \$15/hour
- Computer labs- \$15/hour and add district's technician or approved staff members required at \$15/hour
- Gym- \$30/hour for the first three hours, then \$10/hour for every hour over three hours
- Baseball/Softball field- \$20/hour for the first three hours, then \$10/hour over three hours
- Football field- \$50/hour for the first three hours, then \$25/hour over three hours; and add \$50 for first three hours of lights, then \$15/hour for each hour over three hours

### Required Deposits:

- **Classroom- \$50**
- **Cafeteria dining hall- \$250**
- **Multipurpose room- \$250**
- **Cafeteria with kitchen- \$350**
- **Band Hall- \$250**
- **Library- \$250**
- **Computer lab- \$250**
- **Gym- \$500**
- **Baseball/Softball field- \$500**
- **Football stadium- \$750**

### Notes to User:

- Large facilities that require time to cool down or heat up – rental time will begin when air or heat is turned on. Also, set-up and clean-up time are included in rental time (time will vary based on the requirements of the rental; however, it will be established in the contract at \$15/hour per employee).
- A custodian will be assigned to each event for a minimum of two hours at the following rate: \$15/hour (Supervisor \$25/hour)
- If a cafeteria employee is required (required for kitchen use), a minimum of two hours will be charged at the following: \$15/hour (Manager \$25/hour)
- If the district's computer technician is required any time technology equipment is used, a minimum of two hours will be charged at \$20/hour.
- If other paraprofessional employees are required, a minimum of two hours will be charged at the following: \$15/hour (Professional employee \$30/hour)
- If a copy machine is needed, it will be available for \$5/hour and .10¢/ black-white copy and/or .25¢ for color.
- As needed, the Superintendent will establish other fees.

**All fees and estimated costs will be paid before an event**

**Keys will not be provided to non- employees**

**Summary of payment:**

- 1. Deposit fee= \$ \_\_\_\_\_
- 2. Payment of the following rental charge:  
\_\_\_\_\_ Hours @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_
- 3. Payment of the following custodial fee:  
\_\_\_\_\_ Hours @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_
- 4. Payment of the following additional employee fees:  
\_\_\_\_\_ Hours @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

**Total: \$ \_\_\_\_\_**

\*Custodial fee may be waived only if a school employee signs for the responsibility of cleanliness and inspection of facility before and after usage. **Signature of responsible volunteer employee:**

\_\_\_\_\_

\*Security (key) fee may be waived only if a school employee signs for responsibility of unlocking and locking of the facility after usage. **This employee is required to be on-site for the duration of the event.**

**Signature of responsible volunteer employee:** \_\_\_\_\_

\*On-site employee fees (for specialty facilities) may be waived only if a designated school employee signs that they will volunteer their time to the Lessee. **Signature of responsible volunteer employee:**

\_\_\_\_\_

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Rental Agreement Approved by:**

Maintenance Director: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Once approved the fully executed document will be routed to: 1.) Lessee, 2.) Director of Special Programs who will forward to the Maintenance Director, and 3.) Athletic Director or Principal (when appropriate). The original documents will be maintained by the Superintendent's Secretary.

Facility inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Refund released by: \_\_\_\_\_ Date: \_\_\_\_\_

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