



CENTER ISD FACILITY RENTAL APPLICATION-AGREEMENT

SECTION 1: APPLICATION

Requested Date: _____ Facility/Campus: _____
 Name of Applying Organization: _____
 Requested by (Contact Person): _____ Phone: _____
 Time of Day Needed: _____ Estimated Number of Participants: _____
 Brief Description of Activity: _____

SECTION 2: AGREEMENT

The applicant organization's representative has read and agrees to the Rules and Regulations of the Center ISD Facilities Rental Policy. In addition:

- * The representative, and the organization represented, hereby agree and undertake to save and hold blameless Center ISD from any and all claims for damages, personal or otherwise, that may arise out of the use of property, whether by a member of his organization or by other persons using or enjoying said property, and without regard to whether the damage, personal or otherwise, is brought about or caused by negligence, whether on the part of the representative, organization, Center ISD or all three.
- * The representative and organization will be responsible for and agree to pay for damages done, exclusive of ordinary wear and tear.
- * Approval facilities are subject to change due to unforeseeable school activities.

Representative's Signature: _____

Date: _____

SECTION 3: FEES

Fees are based on the hourly rates of the personnel involved, equipment/utilities used and building use fees. The leasing/rental organization representative must sign this contract and pay applicable fees at least 7 days before use of facilities is approved unless prior arrangements are made.

| Personnel requested/required: | # or Personnel | Rate/hour | Total |
|-------------------------------|----------------|--------------------|-----------------|
| Security: | _____ | _____ | \$ _____ |
| Food Service Staff: | _____ | _____ | \$ _____ |
| Maintenance/Custodial: | _____ | _____ | \$ _____ |
| Utilities/Set-up Fee: | | _____ | \$ _____ |
| | | Facility Fee | \$ _____ |
| | | Refundable Deposit | \$ _____ |
| | | FEE TOTAL: | \$ _____ |

SECTION 4: SCHOOL INFORMATION

Application Approved: _____ Application Denied: _____
 Date Application Received: _____ Date Organization Contacted: _____
 Administrator's Signature: _____

Copy Sent to: Building Principal _____ Maintenance Director _____ Campus Maint. Employee _____
 Athletic Director _____ Food Service Dept. _____ Mr. Henson _____

Special Instructions/ Set up information: _____

