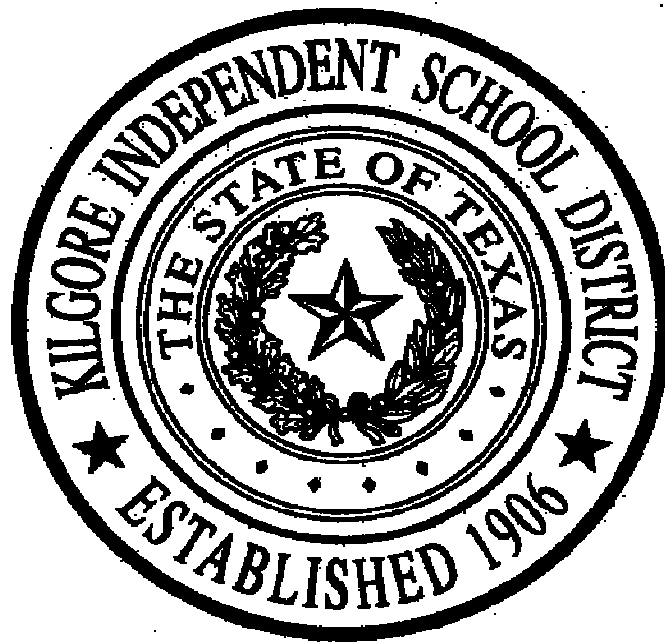


*KILGORE ISD*

*FACILITY USE*  
*AGREEMENT*  
*PACKAGE*



Please complete this package and return to the Business Office

# **KILGORE INDEPENDENT SCHOOL DISTRICT**

## **FACILITY RENTAL PRICES**

### **EDUCATIONAL FACILITIES**

All rental prices are for 4 hours. Additional hours available at additional cost.

#### **AT ALL CAMPUSES**

<b>Cafeteria</b>	\$ 200.00
<b>Kitchen</b>	\$ 160.00 (Cafeteria supervisor required for entire event at \$30.00 per hour)
<b>Classrooms</b>	\$ 60.00 each
<b>Auditorium</b>	
<b>Kilgore High</b>	\$ 600.00
<b>Kilgore Heights</b>	\$ 400.00

## ATHLETIC FACILITIES

All rental prices are for 4 hours. Additional hours are available for an additional fee.

### Kilgore High School

#### **Gymnasiums**

##### **Varsity**

\$ 500.00 admission/entrance fee charged

\$ 400.00 no admission/no entrance fee

##### **JV**

\$ 300.00 admission/entrance fee charged

\$ 200.00 no admission/no entrance fee

#### **Baseball Field**

\$ 500.00 admission/entrance fee charged

\$ 300.00 no admission/no entrance fee

**R.E. St.John Stadium** \$ 1,500.00

**Indoor Practice** \$500.00

**Tennis Courts** \$ 500.00

Main Courts \$300.00

Old Courts \$100.00

MLMS Courts \$150.00

### Kilgore MLMS

#### **Gymnasiums**

\$ 300.00 admission/entrance fee charged

\$ 250.00 no admission/no entrance fee

### Intermediate and Elementary Schools

#### **Gymnasium**

\$ 200.00 admission/entrance fee charged

\$ 150.00 no admission/no entrance fee

**KILGORE INDEPENDENT SCHOOL DISTRICT  
FACILITY USAGE (NON-KISD ORGANIZATIONS)  
ADMINISTRATIVE PROCEDURES**

**FEES**

All organizations will be required to pay fees for the use of any KISD facility. Approved non-profit groups will pay a usage fee to cover utility costs and fees for custodial and supervisory services. Groups that are not approved for a fee waiver will pay the full rental fee, in addition to other supervisory, custodial, and personnel fees according to the facility rented.

**APPROVED RENTAL FEE WAIVER ORGANIZATIONS**

Groups and organizations that may be eligible for facility use with no rental fee are listed below. These groups will still be required to pay a usage fee to cover utility costs and any supervisory or custodial fees, as appropriate.

The decision to waive the rental fee is made on a case-by-case basis when a Facility Use Agreement Form is submitted. Receiving a waiver from rental fees for one usage does not guarantee that the rental fee will always be waived for that group or organization.

1. Groups and organizations within the district boundaries defined as school-support organizations or that are composed primarily (approximately 90%) of KISD students, such as:
  - a. PTA's
  - b. Booster Clubs
  - c. Employee organizations
  - d. Chamber of Commerce
  - e. Scouts
  - f. Nonprofit youth sports
2. Educational Institutions such as SFA, Kilgore College
3. Before and after-school programs as approved by the District
4. Service clubs for fundraisers approved by the District where the District or the community is the beneficiary of the fundraiser.
5. Annual neighborhood crime watch and homeowner's association meetings.
6. Other governmental organizations, such as regional education service centers and state agencies.
7. Public elections subject to proper arrangements with the District.

Other groups may be eligible and each application shall be considered as submitted.

## **STAFF SERVICES**

Except as provided for in the Facility Use Agreement Form for specific facilities, custodial and/or maintenance services shall be at the rate of \$30.00 per hour. There will be two (2) hours added to the time reserved for custodial and supervisory costs to prepare and clean up the facility.

Supervisory services shall be at the rate listed in the Facility Use Agreement Form.

## **LONG-TERM USAGE**

Long-term use of school facilities (multiple-day use of facilities for the same activity within the same year) shall be approved by the KISD Board of Trustees. A request must be made at least two (2) weeks prior to a regular school meeting in order for the request to be placed on the agenda. Failure to submit the request in writing within this time frame will result in automatic denial of the request.

## **FEES DUE**

A 50% deposit shall be made when the Facility Use Agreement Form is submitted. The balance of all rental and/or usage fees is due a minimum of two (2) weeks prior to the scheduled event. Payment for personnel services (custodial, maintenance, supervisory, security, and technical) will be due at the closing of the event.

If an event lasts longer than the time that was specified in the Facility Use Agreement Form, the organization shall be charged rental fees and other fees for the additional hours (or parts thereof) at the rate listed in the agreement.

## **FAILURE TO PAY**

Failure to pay fees in a timely manner may result in loss of future use of KISD facilities. Failure to pay fees may result in legal action to allow KISD to recapture the agreed on fees and any allowable legal expenses.

## **LIABILITY INSURANCE**

Organizations are required to provide proof of current liability insurance, with "Kilgore Independent School District, its officers, employees and agents" named as an additional insured with the minimum coverage amounts stated in the Liability Insurance Requirement Addendum. Reservations will not be considered complete until the Certificate of Insurance has been received by Kilgore ISD.

## **RENTAL BY SCHOOL DISTRICTS FOR PLAYOFF GAMES**

Separate guidelines are set up for the rental of any KISD facilities by another school district for playoff games in conjunction with UIL and/or TAPPS competitions. Those separate guidelines are in addition to these Administrative Procedures.

**KILGORE INDEPENDENT SCHOOL DISTRICT  
FACILITY USE AGREEMENT  
INVOICE OF SERVICES**

**Educational Facilities**

**Cafeteria**                    \_\_\_\_\_ 4 hours at \$200.00                    \_\_\_\_\_

\_\_\_\_\_ additional hours @ \$40/hr                    \_\_\_\_\_

**Kitchen**                    \_\_\_\_\_ 4 hours at \$160.00                    \_\_\_\_\_

\_\_\_\_\_ additional hours @ \$40/hr                    \_\_\_\_\_

\_\_\_\_\_ Cafeteria manager @ \$30/hr                    \_\_\_\_\_

**Classrooms**                    \_\_\_\_\_ 4 hours at \$60.00                    \_\_\_\_\_

\_\_\_\_\_ additional hours @ \$15/hr                    \_\_\_\_\_

**Auditorium**                    \_\_\_\_\_ 4 hours at \$600.00                    \_\_\_\_\_  
(High School)

\_\_\_\_\_ additional hours @ \$150/hr                    \_\_\_\_\_

**Auditorium**                    \_\_\_\_\_ 4 hours at \$400.00                    \_\_\_\_\_  
(Heights Elem.)

\_\_\_\_\_ additional hours @ \$100/hr                    \_\_\_\_\_

**Tech #1**                    \_\_\_\_\_ hours at \$40 per hour                    \_\_\_\_\_

**Tech #2**                    \_\_\_\_\_ hours at \$40 per hour                    \_\_\_\_\_

**Custodian #1**                    \_\_\_\_\_ hours at \$30 per hour                    \_\_\_\_\_

**Custodian #2**                    \_\_\_\_\_ hours at \$30 per hour                    \_\_\_\_\_

**Café Wkr #1**                    \_\_\_\_\_ hours at \$20 per hour                    \_\_\_\_\_

**Café Wkr #2**                    \_\_\_\_\_ hours at \$20 per hour                    \_\_\_\_\_

**Supervisor**                    \_\_\_\_\_ hours at \$40 per hour                    \_\_\_\_\_

\_\_\_\_\_ **officers** for \_\_\_\_\_ hours at \$30 per hour                    \_\_\_\_\_

**KILGORE INDEPENDENT SCHOOL DISTRICT  
FACILITY USE AGREEMENT  
INVOICE OF SERVICES**

**Athletic Facilities**

**KHS V Gym** \_\_\_\_\_ 4 hours at \$500.00 \_\_\_\_\_  
(entrance fee)

\_\_\_\_\_ additional hours @ \$125/hr \_\_\_\_\_

**KHS V Gym** \_\_\_\_\_ 4 hours at \$400.00 \_\_\_\_\_  
(no fees)

\_\_\_\_\_ additional hours @ \$100/hr \_\_\_\_\_

**MLMS Gym** \_\_\_\_\_ 4 hours at \$300.00 \_\_\_\_\_  
(entrance fee)

\_\_\_\_\_ additional hours @ \$75/hr \_\_\_\_\_

**MLMS Gym** \_\_\_\_\_ 4 hours at \$200.00 \_\_\_\_\_  
(no entrance fee)

\_\_\_\_\_ additional hours @ \$50/hr \_\_\_\_\_

**Elementary Gym** \_\_\_\_\_ 4 hours at \$250.00 \_\_\_\_\_  
(entrance fee)

\_\_\_\_\_ additional hours @ \$60/hr \_\_\_\_\_

**Elementary Gym** \_\_\_\_\_ 4 hours at \$200.00 \_\_\_\_\_  
(no entrance fee)

\_\_\_\_\_ additional hours @ \$50/hr \_\_\_\_\_

**Baseball Field** \_\_\_\_\_ 4 hours at \$500.00 \_\_\_\_\_  
(entrance fee)

\_\_\_\_\_ additional hours @ \$125/hr \_\_\_\_\_

**Baseball Field** \_\_\_\_\_ 4 hours at \$300.00 \_\_\_\_\_  
(no entrance fee)

\_\_\_\_\_ additional hours @ \$75/hr \_\_\_\_\_

**Indoor Facility** \_\_\_\_\_ 4 hours at \$500.00 \_\_\_\_\_

\_\_\_\_\_ additional hours @ \$125/hr \_\_\_\_\_

**KILGORE INDEPENDENT SCHOOL DISTRICT  
FACILITY USE AGREEMENT  
INVOICE OF SERVICES**

**Athletic Facilities Continued**

**Tennis Cts** \_\_\_\_\_

**KHS Comp.** \_\_\_\_\_ 4 hours at \$250.00 \_\_\_\_\_

**KHS Practice** \_\_\_\_\_ 4 hours at \$100.00 \_\_\_\_\_

**MLMS** \_\_\_\_\_ 4 hours at \$200.00 \_\_\_\_\_

**Stadium** \_\_\_\_\_ 4 hours at \$1,500.00 \_\_\_\_\_

\_\_\_\_\_ additional hours @ \$400/hr \_\_\_\_\_

**Custodian #1** \_\_\_\_\_ hours at \$30 per hour \_\_\_\_\_

**Custodian #2** \_\_\_\_\_ hours at \$30 per hour \_\_\_\_\_

**Supervisor** \_\_\_\_\_ hours at \$40 per hour \_\_\_\_\_

\_\_\_\_\_ officers for \_\_\_\_\_ hours at \$35 per hour \_\_\_\_\_

Total in services \_\_\_\_\_

**UIL playoffs – see separate facility use agreement**

**Kilgore Independent School District  
Facility Use Agreement  
Mandatory Liability Insurance Coverage**

User group(s) shall purchase, provide and keep in effect during the use period licensed pursuant to this regulation a liability insurance policy, or rider to an existing policy, naming as additional insured “Kilgore Independent School District, its officers, employees and agents,” which will provide coverage in the minimum amount of \$500,000 for property damage and \$1,000,000 per person and \$1,000,000 per occurrence for personal injury (including death). Coverage provided by such policy or rider must apply to the death or injury of any person and the damage to property that result, directly or indirectly, from intentional or negligent act or omission of user’s officers, agents, employees, guests, or invitees during the use or occupancy of District. Such insurance shall be with an insurance company or companies authorized to do business in Texas, under policy or policies acceptable to the District and provided no later than 14 calendar days prior to the use. The User must provide the District with a certificate of insurance attesting the existence of a policy or policies providing coverage required, or, if requested by District, a certified copy of the policy or policies. If a policy contains deductible provisions, user shall be responsible for payment of the deductible amount for any claim(s). Failure to provide such proof of insurance will result in the cancellation of the event and no refund of fees will be given to the user.

*Note: No reservation is considered complete until the Certificate of Insurance has been received. The signature below states that you understand and accept the responsibility to provide proper insurance.*

Organization Sponsor/Contact \_\_\_\_\_ date \_\_\_\_\_

**Kilgore Independent School District**  
**301 N. Kilgore St.                      Kilgore, TX 75662**

**Facility Use Request Form**

Organization Name: \_\_\_\_\_  
 Event Name: \_\_\_\_\_  
 Event Type: \_\_\_\_\_  
 Event Date: \_\_\_\_\_  
 Billing Address: (street) \_\_\_\_\_ (apt./PO box) \_\_\_\_\_  
 Billing Address: (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip) \_\_\_\_\_  
 Payment Information: \_\_\_\_\_

Contact/Submitter Name: \_\_\_\_\_  
 Contact Person Phone Number: \_\_\_\_\_ cell number \_\_\_\_\_  
 Contact Person E-mail \_\_\_\_\_ fax \_\_\_\_\_  
 Estimated number of Participants: \_\_\_\_\_ Estimated attendance \_\_\_\_\_  
 Entrance Fee or Participation Fee Charged \_\_\_\_\_ Yes \_\_\_\_\_ No

**Facility Requested** Campus \_\_\_\_\_  
                                   \_\_\_\_\_ Cafeteria                      \_\_\_\_\_ Kitchen  
                                   \_\_\_\_\_ Classroom                      \_\_\_\_\_ Gymnasium # \_\_\_\_\_  
                                   \_\_\_\_\_ Auditorium\*                      \_\_\_\_\_ Other  
                                   \_\_\_\_\_ Baseball Field\*                      \_\_\_\_\_ Tennis Courts\*  
                                   \_\_\_\_\_ Indoor Facility\*                      \_\_\_\_\_ Stadium\*  
                                   \_\_\_\_\_

\* Facilities Use Request must be submitted to Kilgore ISD Business Office

For District Use Only		
Complete request form	signed rules page	rental price page
_Facility Agreement	_deposit (check # _____ )	insurance statement
_Approved for Fee Waiver (reason)		

If fees waived Document Requires Superintendent Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Athletic Director \_\_\_\_\_  
 Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Principal \_\_\_\_\_  
 Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Cafeteria Director \_\_\_\_\_  
 Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Other \_\_\_\_\_