

**ABILENE INDEPENDENT
SCHOOL DISTRICT**

**Application for Use/Rental of One AISD Center
241 Pine Street
Abilene, TX 79601**

Facility Charge _____

Custodial Services _____

Total _____

Room _____ Date of Event _____

Time: From _____ To _____

Purpose _____

General Rules

1. Meeting rooms in One AISD Center are available to employees/professional organizations/civic groups during normal business hours free of charge for non-fundraising activities.

A. Regular Business Hours (August-May)

- i. 8:00 a.m. to 5:00 p.m.
- ii. Monday through Friday
- iii. Closed on school holidays

B. Summer hours (June & July)

- i. 7:30 a.m. - 5:30 p.m.
- ii. Monday through Thursday
- iii. Air conditioning is turned off after 5:30 and on Friday, Saturday, and Sunday.

2. Alta Vista, Crockett, Jefferson, and Valley View rooms are available for rent outside of regular hours. Individual fees are quoted per room. Persons reserving the facility should include in their request sufficient time as may be required for decorations, set-up, breakdown, and clean up. Reservations are only for the time-period that is paid for. Rooms shall be left in the same condition as before reservation.

A. Building must be vacated by 11:00 p.m.

B. Rooms are not available on Sundays. All Wednesday activities must be concluded by 6:00 pm.

C. Rooms

- i. Jefferson Room (seats 240)
 - a. \$300 – 1 - 3 hours
 - b. \$75 for each additional hour or partial hour
 - c. \$750 maximum per day
- ii. Crockett/Valley View rooms (seats 50)
 - a. \$200 – 1 - 3 hours
 - b. \$50 for each additional hour or partial hour
 - c. \$500 maximum per day

SIGNED

APPROVED

Lessee

Principal/Director

Department or Organization Represented

Date: _____

Street _____ City _____ Zip _____

Telephone Number: _____

Date: _____

**Applicant– White Copy
Executive Director of Business & Finance – Yellow Copy**

- iii. Alta Vista Room (seats 10)
 - a. \$100 – 1- 3 hours
 - b. \$25 for each additional hour or partial hour
 - c. \$250 maximum per day
- iv. Snack bar/atrium area is not available for rental.

D. Fees

- i. Fees include furnishings in room.
 - a. No other equipment is available for rent.
- ii. 50% down payment is required at signing
 - a. Down payment will be applied to balance
 - b. Balance due 5 business days prior to event
 - c. Additional fees will be billed for uncontracted building use and custodial time.
 - d. Cancellation policy
 - (i.) Minimum 14-day cancellation notice for full refund
 - (ii.) Less than 14-day cancellation deposit is forfeited
- iv. Custodial fees
 - a. One AISD custodian is required on site during event.
 - b. Custodial fee \$15 per hour
- v. \$100 damage deposit due at time of signing
 - a. Refundable after event or in case of cancellation
 - b. If deposit is paid with separate check, may be picked up day after event.
 - c. If deposit is cash or included with down payment, damage deposit will be mailed to lessee.
 - d. Renter will be responsible for any damage done to facility.

- 3. AISD reserves the right to deny or cancel a reservation for failure to observe rules during previous use of facilities.
- 4. Reservations are not confirmed until the application and rental fee have been filed and approved.
- 5. The individual(s) renting the facility shall not bring or permit any persons to bring into the building any animals, with the exception of animals assisting people with disabilities, without written consent from AISD personnel.
- 6. An AISD custodial staff member will open and close the building and will be on duty throughout the reservation time. Doors will remain locked. Lessee is responsible for entry to building/security guard. Doors cannot be propped open.
- 7. The reserving party is responsible for action of all persons attending the reservation at all times. This includes all minor children.
- 8. No smoking, alcoholic beverages, or lit candles are allowed on premises.
- 9. The lessee must agree to indemnify the District and hold it harmless from any and all liability, claims, demands or causes of action from bodily injury or property damage arising out of or in any way connected with the use of school facilities.
- 10. The District reserves the right to proof-of-insurance with Abilene Independent School District as a co-insured should the risk of use warrant such insurance.