



Abilene Independent School District

One AISD Center • 241 Pine St. • Abilene, Texas 79601 • (325) 677-1444

Campus _____ Location _____

Date _____ Time – From _____ To _____

Organization _____

Purpose _____

Equipment Needed _____

Facility Charge _____ Administrative _____ Custodial _____ Total _____



General Rules:

1. Any request for use of school property will be considered on its merit.
2. Notification of cancellation must be submitted to the building principal/facilities coordinator at least twenty-four hours before scheduled time of event to alleviate the charge.
3. The district reserves the right to cancel any use agreement when it is necessary to carry on the program of the school and/or district functions. Any action to do so will be taken at the earliest possible time.
4. The district will furnish only that space and the equipment listed above.
5. The lessee agrees to abide by the rules and regulations of AISD regarding use of the facility.
6. The lessee has inspected, received warning of all defects, and accepted the property in its present condition.
7. Tobacco and Alcoholic beverages are prohibited on any AISD property.
8. The user must agree to indemnify AISD and hold it harmless from any and all liability, claims, demands or causes of action from which bodily injury or property damage arising out of or in any way connected with the use of AISD facilities.
9. AISD reserves the right to proof-of-insurance with AISD as a co-insured should the risk of use warrant such insurance.
10. In case of emergency contact the custodian in charge.

SIGNED

Lessee Date

Department or Organization Represented

Address

APPROVED

Principal/Director Date

Date

Phone

The Use of AISD Property by Outside Organizations and Individuals

1. The rental or free use of building and grounds belonging to AISD shall be governed by the following rules according to AISD Administrative Procedures Guide. All applications for the use of AISD property must be made on this application form and addressed to the building principal/director or designee.
2. All school activities and functions shall be given priority in the use of school facilities. No school facility may be used for any activity that may violate the canons of good morals, manners or taste, or be injurious to the building, grounds, and equipment. All other applicants for use of school facilities shall be filled and acted upon in order of their filing.
3. A minimum of one custodian must be present when any school building is used. A fee of \$15.00 an hour shall be charged for each custodian. Should a person(s) be needed to operate stage lights, curtain, or public address system, these persons will be hired from the school for additional \$20.00 an hour per person.
4. Fees to pay for services of any employee will be added to the charges for use of the facility. No AISD staff is to be paid directly by the lessee or the campus/facility principal/director or designee.

RATES

(The following rates quoted below represent the first four hours; thereafter, the hourly rate will be charged up to a maximum of 10 hours.)

<u>Auditoriums</u>	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
1. School or school sponsored activities	No charge	No charge	N/A
2. Grand opera or commercial show with outside or local sponsorship	\$200	\$100	N/A
3. 100 percent charity shows or sue by local civic organizations where no admission is charged, also dance and musical recitals when actors and directors are local people and where no admission is required.	\$50	\$50	N/A
 <u>Cafeterias</u>			
1. School or school-sponsored activities	No charge	No charge	No charge
2. Local civic groups and other organizations where no admission is charged, also dance and musical recitals when actors and directors are local people and where no admission is charged	\$50	\$50	N/A
 <u>Gymnasiums</u>			
1. School or school-sponsored activities	No charge	No charge	No charge
2. Locally-sponsored sporting activities	\$100	\$50	\$50

**School gymnasiums will be reserved for school basketball activities during basketball season beginning Nov 1 and end at the close of basketball season.