

WEIMAR INDEPENDENT SCHOOL DISTRICT  
**SINGLE EVENT**  
 CONTRACT FOR SCHOOL FACILITY USE

<b>SCHOOL FACILITY BEING REQUESTED:</b> <i>(Elementary gym, High School cafeteria, etc.)</i>	
<b>NAME &amp; ADDRESS OF ORGANIZATION REQUESTING FACILITY:</b>	
<b>ORGANIZATION CONTACT PERSON(S):</b>	<b>CONTACT PHONE #:</b>  <b>ALTERNATE PHONE #:</b>
<b>DATE OF EVENT:</b>  _____ TO _____ <small>DATE                                      START TIME                                      END TIME</small>	<b>PURPOSE OF EVENT:</b>
<b>HOURLY FEE CHARGED: \$ _____ /hour for Facility</b> <b>+ WISD FACILITATOR FEE: \$ _____ /hour ( __ hr minimum)</b>  <b>DEPOSIT AMOUNT: \$ _____ (must be paid when contract signed)</b>  (see attached Fee Schedule for amounts)	

- **IMPORTANT INFORMATION: A school district facilitator, at a rate of \$25/hour, will unlock/lock the facility doors prior to and immediately following use of the facility. Users of the facility will be required to strictly adhere to the “begin time” and “end time” listed on their usage schedule.**
- Access to areas other than those reserved or adjacent to those reserved is strictly prohibited.
- Weimar ISD reserves the right to refuse access to the facility in the event of (1) prior facility abuse by requesting party, (2) prior failure to pay applicable fees by requesting party, or (3) commitment of the facility for a school-related purpose.
- Applicable fees must be paid by the Requestor within 20 days of receipt of invoice.
- Requestor is responsible for facility clean-up and trash removal following the event. Deposit will be returned (if applicable) after inspection of facility.

The undersigned “Responsible Party” agrees to be responsible to the Weimar ISD Board of Trustees for the use and care of the facility indicated above, assume liability for any damages incurred and conform to all applicable policies and regulations of the Weimar ISD, and hold the District harmless for any personal injury, damages or loss to personal property related to the non-school use of the facility.

**Responsible Party:**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

<b><u>FOR SCHOOL DISTRICT USE ONLY</u></b>	
<b><u>Weimar ISD Approval:</u></b>	
Print Name: _____	Date: _____
Signature: _____	Title: _____
<b>Distribute fully executed contract copies to: (1) WISD Business Manager (include security deposit); (2) Requestor; and (3) WISD Maintenance Department. WISD Contact Person should maintain a copy for their records.</b>	

**WEIMAR INDEPENDENT SCHOOL DISTRICT  
FEE SCHEDULE FOR SCHOOL FACILITY USE**

FACILITY	WISD CONTACT	FEES	
		<i>Organizations furthering education of youth (\$100 deposit required)</i>	<i>Other – General Organizations (\$100 deposit required)</i>
Elementary gym	WISD Athletic Director	\$25 per hour	\$50 per hour
High School gym	WISD Athletic Director	\$25 per hour	\$50 per hour
Dome gym	WISD Athletic Director	\$25 per hour	\$50 per hour
Elementary Cafeteria Dining Area only	Elementary Campus Office	\$25 per hour	\$50 per hour
Elementary Cafeteria Dining Area & Kitchen	Elementary Campus Office	\$50 per hour	\$75 per hour <i>plus</i> \$25/hour for WISD employee facilitator
<i>Non-competition event:*</i> High School Football Field (including lights)	WISD Athletic Director	\$50 per hour	\$150 per hour
<i>Non-competition event:*</i> High School Football Field (excluding lights)	WISD Athletic Director	\$25 per hour	\$75 per hour
<i>Non-competition event:*</i> High School Softball Field (including lights)	WISD Athletic Director	\$50 per hour	\$150 per hour
<i>Non-competition event:*</i> High School Softball Field (excluding lights)	WISD Athletic Director	\$25 per hour	\$75 per hour

\* Use of outdoor sports fields for competition events are handled separately. Please contact WISD Athletic Director.

WISD 10/13/14

**WEIMAR ISD  
FACILITY USAGE PROCEDURE**

**PRIOR TO EVENT:**

**WISD Contact Person:**

- Check Facility Calendar for availability; add event to Facility Calendar.
- Review contract for completeness and sign contract.
- Collect Security Deposit (as applicable) from Requestor.
- Give facility key and fully executed copy of contract to Requestor.
- Forward the fully executed copy of contract and Security Deposit (as applicable) to WISD Business Manager.
- Forward the fully executed copy of contract, including any special instructions, to Maintenance Director, to schedule HVAC/Lighting and post-event inspection and cleaning.

**WISD Maintenance Director:**

- Schedule HVAC/Lighting for facility reservation hours.

**WISD Athletic Director:**

- Set schedule with coaches to unlock and lock facility doors.

**FOLLOWING EVENT:**

**WISD Maintenance Director:**

- Immediately following the event, inspect facility for damage; schedule facility cleaning by custodian.
- Via email, notify WISD Contact Person and Business Manager of inspection results.

**WISD Contact Person:**

- Within 24 hours, obtain facility keys from Requestor.

**WISD Business Manager:**

- Mail invoice to Requestor for facility usage. Depending on results of post-event inspection, return Security Deposit (if applicable).