
BUSHLAND ISD FACILITIES LEASE AGREEMENT

The District shall permit non-school use of designated District facilities for educational, recreational, civic or social activities when these activities do not conflict with school use or with this policy. Approval shall not be granted for any purpose that would damage school property or to any group that has previously damaged District property. The District shall permit nonprofit organizations to conduct fundraising events on district property when these activities do not conflict with school use or with this policy. POLICY GKD(Local)

SCHOOL BUILDINGS AND FACILITIES ARE AVAILABLE FOR USE BY THE PUBLIC PROVIDED THAT:

1. A request for the lease of a building or facility is submitted to the Superintendent/designee at least seven (7) days in advance, stating the name of the group, the purpose in renting the facility, the length of time the group needs the facility, and the date of anticipated use. Included in the request, the lessee shall provide any information necessary to determine facilities, arrangements, and any special services necessary to the staging and proper management of the facility. **The request must not ask for regular and continued use.**
2. The building or facility has not been previously scheduled by another group or is in use by the school. Requests for non-school use of District facilities shall be considered on a first-come, first-served basis. Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled.
3. Any organization or group using the buildings or facilities will designate one member of the group as being fully in charge and responsible for the activity. This designee shall be required to sign any rental agreement or release from liability provided by the District.
4. The organization shall conduct their business in an orderly manner, abiding by all laws and school policies. The lessee shall never permit more persons to enter the facilities than the number of seats available.
5. All activities must have appropriate adult supervision.
6. Approval shall not be granted for any purpose that would damage school property or to groups that are known to have damaged other rented property.
7. At the permission and prior approval of the Superintendent, the Lessee may be allowed to rearrange furniture. However, all furniture must be returned to its original and proper location.
8. Food and/or nonalcoholic drinks are permitted only in designated areas and outside the building. Signage which indicates that no food and/or drinks are allowed must be followed.
9. Use, sale or possession of tobacco products, alcohol, drugs and firearms will not be permitted on school premises.
10. The Lessee shall not drive any nails, hooks, tacks or screws into any part of the building, nor make any alterations of any kind to said facility.
11. PARKING will be permitted only in areas designated for such use. Parking WILL NOT be permitted on unpaved areas.
12. The District shall incur no liability associated with the use of school facilities by qualified organizations and/or groups. The person signing this agreement and/or the group/organization represented shall assume full responsibility and liability for any damage incurred or injuries sustained during the lease period.

Initial _____

13. Written, printed or recorded materials over which the District does not exercise control shall not be sold, circulated or distributed by persons or groups not associated with the District or a school support group on school premises in the District without prior approval from the Superintendent. To be considered for distribution, materials shall include the name of the organization or individual sponsoring the distribution and shall be submitted for prior review by the Superintendent. Please refer to District POLICY GKDA(LOCAL) for guidelines on distribution of non-school materials.

By signing the Lease Agreement, I hereby agree that the organization I represent, its members and guests, will abide by all rules of the agreement. Furthermore I agree to promptly pay any and all fees associated with this lease agreement, as well as any damages that might be incurred to District property while under my supervision.

Lessee Signature

Date

Printed Name

Address

Phone #

FACILITY REQUESTED _____

DATE(S) & TIMES _____

TOTAL AMOUNT OF USE FEE(S) \$ _____

PROJECTED AMOUNT OF CUSTODIAL FEES \$ _____ *(to be paid in Cash to Custodian on site)*