

WOODVILLE INDEPENDENT SCHOOL DISTRICT

Request for Use of School Facilities

School facilities are not for commercial use. They are available to established community groups when use does not conflict with or hinder school activities. Fees apply year round whether or not cooling or heating is used. Rental shall be the rate per hour or day listed below plus cost of janitor and/or lunchroom worker at time and one-half for duty time.

It is required by WISD and the responsibility of the group or organization renting the facility to:

- **Arrange for a school employee and a police officer to be present at the event during the entirety of the event.**
- **Supply names and contact information for the required personnel on this form.**
- **Understand no kitchen equipment or kitchen areas will be used unless a food service employee is present.**
- **Allow time for setup and cleanup when reserving facilities.**
- **Understand facility will be available to enter by time requested on form.**
- **Understand no extra time will be given for any other purpose.**

The Eagle Summit renter must provide:

- **WISD specialist technicians to use the lights and sound system at: \$50/hr. (\$25/hr for lights, \$25/hr for sound) for each performance or practice**
- **Renter must provide liability insurance coverage for the period of use.**
- **WISD Maintenance Department must be notified 7 days prior to scheduled event for any special set-ups or equipment needed. Failure to notify will result in no guarantee of help provided.**

No other facilities may be used except the facilities listed below:

EAGLE SUMMIT* –Auditorium - \$400/per Event

EAGLE SUMMIT* – Gym - \$300/per Event

EAGLE STADIUM* - \$400/per Event plus (assoc. cost as per playoff agreement)

TALAN HALL (OLD M.S. GYM) * \$100/per Event

EAGLES NEST GYM (OLD H.S. GYM) * \$150/per Event

KIRBY GYM * \$250 (No Food or Drinks Allowed)

COMMUNITY ROOM * \$50/per Event

CAFETERIA * \$100/per Event

LIBRARY * \$25/per Event

TYPICAL CLASSROOM \$25 PER DAY

JANITORIAL FEE: \$20.00 PER HOUR (Janitor is assigned for duration of rental)

FOOD SERVICE FEE: \$20.00 PER HOUR (Worker assigned for duration of rental)

(All rental charges must be paid 5 days prior to the event. No exceptions!)

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|---|-------------------------------------|
| Name of Authorized Representative _____ | Name of Group or Organization _____ |
| Request the use of _____ Room or Building | |
| Purpose of Use _____ | |
| Date Requested _____ | Time _____ |
| Contact Person _____ | Phone _____ |
| Signature of Organizational Representative _____ | Date _____ |
| Signature of School District Representative _____ | Date _____ |

Rate and conditions of rental _____

Food Service Assigned _____ Hours on Duty _____ Rate _____ Amount _____

Janitor Assigned _____ Hours on Duty _____ Rate _____ Amount _____

Additional charges for setup _____ Hours on Duty _____ Rate _____ Amount _____

Name of police officer _____ Contact info _____

Name of School Employee _____ Contact info _____

Record of Payment _____ Date _____ Signature _____