

## FACILITIES RENTAL GUIDELINES

- The District reserves the right to refuse to rent if deemed in the best interest of the District. Typically, but not limited to, this will be for purposes of rejuvenating, repairing, and rebuilding District property.
- The District reserves the right to deny a usage request if personnel are not available to work the event, if the facility lacks capacity or is unavailable, if usage will disrupt a facility's maintenance schedule, or if in the District's sole opinion any other conditions warrant denial of usage, such as previous non-compliance or non-payment.
- An entity using District facilities may not sublet their scheduled use.
- The District reserves the right to immediately cancel a Facility Use Rental Agreement, without refunding any funds, during the use/rent period if the actions and/or conduct of the user violates local, state, or federal laws, or any portion of this agreement, or any portion of District policy.
- The District makes no representations regarding the safety and/or suitability of District owned property in relation to the Licensee's intended use of said property.
- The Licensee accepts responsibility for overseeing and controlling participants, sponsors, spectators, and visitors that are in or on District property as a result of or in connection with Licensee's use of the property. Licensee must also enforce the following at all times:
  - A. Smoking and the use of tobacco products are prohibited anywhere on District property.
  - B. Possession and/or use of alcoholic beverages is prohibited anywhere on District Property.
  - C. Firearms, knives and weapons of any sort are not permitted on District Property.
  - D. Participants, sponsors, spectators and visitors may not walk through or use any other part of a building or its grounds, use any school equipment, materials, athletic equipment, furnishings, etc., other than those specifically requested and approved for use in writing according to the agreement. Only the restrooms most closely related to the area described may be used.
  - E. The only area in a building in which food and drinks may be consumed is in the cafeteria on a school campus.
  - F. Only rubber soled shoes shall be allowed on gymnasium floors, and Licensee shall take every reasonable measure to see that the gymnasium floors are protected by using mats under tables and/or chairs and dirt, mud, sand, and water are removed from shoes before stepping onto gym floors.  
NO FOOD OR DRINK WILL BE ALLOWED IN THE GYMS.
- The Licensee agrees to clean up after the event and leave the facility exactly as it was when the rental period began. Failure to do so may result in the forfeiture of your damage deposit.

- The Licensee further agrees to abide by the direction of any employee hired to facilitate the event/activity in the facility being used.
- Use of any District facility (building, grounds, etc.) requires adult supervision. The Licensee shall provide one adult, 21 years or older for each 35 people participating in the event/activity and one adult for each 100 spectators.
- Any change requests for a scheduled event need to be made 48 hours prior to that event. If a scheduled event is to occur over the weekend, changes need to be made no later than the close of business the Wednesday before the event.
- **Payment of all fees shall be made in advance of the scheduled event and is an estimate based on the information provided by the Licensee on the Facility Use Rental Application. Licensee is responsible for all fees applicable to times used by the Licensee (such as early arrival or late departure of participants) that were not previously requested, and are not a part of the estimated charges prepaid. Actual usage will be calculated at the end of the rental period. Adjustments will be made for any amounts differing from the prepaid fees, and will be either charged to or credited back to Licensee. Payment for any additional charges will be due upon receipt of notice from the District.**
- The Licensee shall pay for all fees either with (1) a check drawn on a bank in Texas, or (2) a cashier's check, or (3) a money order, prior to the rental date requested. The check shall be made to "The Northwest ISD". **A reservation is automatically canceled when payment is not received as stated and within the time frame identified, and a cancellation notice will not be sent.**
- The District will pursue all remedies of law, including criminal prosecution, if a check is returned for insufficient funds. A \$35.00 return check fee shall be added to the charge.

- *Please note: We are currently in the process of revising our Facility Rental Policy. These guidelines do not represent the complete policy, and are subject to change or addendum.*

LICENSEE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_