



BUILDING USE APPLICATION FOR NON-SCHOOL GROUPS

DIRECTIONS: Please complete **ALL** details of this application. It must be signed by an officer of the organization requesting building use and **submitted to the school principal or designee for approval and signature THREE WEEKS** prior to the requested date. If you will be serving any type of food, you **MUST** obtain a Temporary Food Event Permit from the Austin/Travis County Health and Human Services Department (application attached). **Submit completed application to the Facility Use Office after it has been approved by the campus.**

Type or Print ALL Information Requested Application Date: _____

Organization For Profit Nonprofit, not school-affiliated YSM Registrant

Contact person Campus

Address Event [For-Profit Organizations must attach a brief explanation of how this event will contribute to the betterment of the school organization]

City/state/zip Event date(s) Event times

Participant Fee \$ _____

Participants _____ Children _____ Adults _____ Event date(s) Event times

Facilities Requested (specify if necessary)	Hourly Rate	# Hours	Use Fee
<input type="checkbox"/> Gym			
<input type="checkbox"/> Cafeteria			
<input type="checkbox"/> Kitchen**			
<input type="checkbox"/> Auditorium			
<input type="checkbox"/> Library			
<input type="checkbox"/> Classrooms How many? _____			
<input type="checkbox"/> Other areas (please list)			

Use Fee Total \$

Additional Services or Equipment	Hourly Rate	# Hours	Fringe Benefits (Hourly Rate x Hrs x 1.2048)	Total Cost
<input type="checkbox"/> Custodian				
<input type="checkbox"/> Building monitor				
<input type="checkbox"/> Security				
<input type="checkbox"/> Supplies				
<input type="checkbox"/> Other services or equipment (please list)				

Other Costs Subtotal \$

Explanation of Fees

TOTAL FEES	\$
This fee must be paid in advance unless otherwise approved in writing.	

- * School-support organizations are non-profit organizations formed for the purpose of providing support and/or raising funds for the betterment of the AISD school(s).
- ** An AISD Food Services employee **MUST** be present if AISD kitchens are used. If any food not prepared in an AISD kitchen will be served, a Temporary Food Event Permit must be obtained from the Austin/Travis County Health and Human Services Department (application attached).

CONDITIONS OF APPLICATION: In making this application, it is understood and agreed that the Rules and Regulations Governing the Use and Rental of School Facilities as adopted by the Board of Trustees of the Austin Independent School District be adhered to in every instance. A complete copy of these Rules and Regulations is available in the Office of Community Education, or online under Board Policy GKD. Pertinent excerpts read as follows:

- The applicant must not make firm plans, advertise activities, or sell tickets to an event prior to receiving written approval from the Facility Use Office for the use of school facilities.
- Indemnification: Austin ISD shall not be responsible for any accidents arising out of the contractor's operations. Contractor shall be fully responsible for the safety of its operations and its employees, clients, visitors and others associated with its activities. To the fullest extent allowed by law, contractor agrees to defend, indemnify and hold AISD, its directors and employees harmless from any and all claims, judgments causes of action, costs, and expenses resulting from injury to or death of any person or damage to any property, to the extent caused by the negligent actions or omissions or willful misconduct of contractor's agents, servants, employees, subcontractors or suppliers in connection with the program.
- **Damage to or misuse of the facilities and equipment of the District will be paid for in full by the organization that submitted the application for use of the facility. Applicant must provide proof of insurance in accordance with Contractor Insurance Guidelines.**
- All written material over which the school does not exercise control and that is intended for distribution on school property or that involves the use of school facilities shall be submitted for prior review according to the procedures outlined in Board Policy GKD (Local). **Such materials must state clearly that the event(s) is in no way sponsored or supported by either AISD or the facility at which the event(s) is held.**
- **CANCELLATION OF USE: The following provisions will govern cancellation:**
 1. Facility use approvals may be cancelled at any time there is evidence that Board policies are being violated. In case of cancellation, the Board assumes no liability other than return of fees charged for unused facilities.
 2. Principals will give at least one week's notice if a previously approved facility use agreement must be cancelled or postponed due to an unexpected conflict with a school-sponsored activity.
- AISD will make facilities accessible in compliance with the Americans with Disabilities Act.

Other Conditions (attach additional pages if necessary): **Organizations requesting use of fields will not be entitled to a refund or credit due to weather or cancellations.**

Criminal History Record Information Requirement: Company shall, at its sole cost and expense, obtain for each covered employee the criminal history record information as required by TEC §22.0834. The term "covered employee" shall mean any individual employed by Company. Company shall not allow on District Property any covered employee who has been convicted of (i) a felony offense under Title 5 of the Texas Penal Code; (ii) an offense on conviction of which a defendant is required to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure; or (iii) an offense under the laws of another state or federal law that is equivalent to an offense under (i) or (ii) above, if at the time the offense occurred, the victim of the offense was under 18 years of age or enrolled in a public school. If during the period Company is providing services under this Agreement, Company or the District receives updated criminal history record information for a covered employee that includes a disqualifying criminal history under this paragraph 6, Company shall prohibit such covered employee from future entry on District Property. The terms "continuing duties" and "direct contact with students" shall have the meanings designated for such terms in 19 TAC §153.1101. The District will be the final arbiter of what constitutes continuing duties and direct contact with students.

APPLICANT:

Type or print name of authorized representative

Signature of authorized representative

Authorized representative home/business address

Email address

Office phone Home phone

AISD:

Department of School Family & Community Education

Date

Food Services

Date

Signature of authorized representative Date

Application Approved: <input type="checkbox"/>	Application Denied: <input type="checkbox"/>
Reason for Denial: <input type="checkbox"/> Conflict with school event(s)	<input type="checkbox"/> Activity is inappropriate for a school facility
<input type="checkbox"/> Other reason (explain)	
_____ School Principal	_____ Date
_____ Campus Contact	_____ Phone number