



**THRALL INDEPENDENT SCHOOL DISTRICT
CONTRACT FOR SCHOOL FACILITY USE**

SCHOOL FACILITY BEING REQUESTED: _____
(MS gym, HS baseball field, etc.)

NAME AND ADDRESS OF ORGANIZATION REQUESTING FACILITY: _____

ORGANIZATION CONTACT PERSON: _____

CONTACT PERSON PHONE #: _____

DATE OF EVENT: _____ START TIME: _____ TO END TIME: _____

PURPOSE OF EVENT: _____

IMPORTANT:

- A School District Facilitator/Custodian, at a rate of \$25/hour, will unlock/lock the facility doors prior to and immediately following use of the facility for any large groups. Users of the facility will be required to strictly adhere to the "start time" and "end time" listed on their usage schedule.
- Proof of acceptable liability insurance may be required.
- Access to areas other than those reserved or adjacent to those reserved is strictly prohibited.
- Thrall 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 "Organization/Responsible Contact Person" agrees to be responsible to the Thrall 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 Thrall 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.

PRINT NAME: _____ DATE: _____

SIGNATURE: _____

FOR THRALL SCHOOL DISTRICT ADMINISTRATION ONLY:

Administration Approval Signature: _____ Date: _____

Print Name/Title: _____

Distribute fully executed contract copies to: (1) Thrall ISD Administration Office-Joan Sladek; (2) Requestor



FACILITY	TISD CONTACT	FEE – (\$100 Deposit required)
MS GYM	Athletic Director	\$50 per hour
Pavilion	Athletic Director	\$25 per hour
MS Cafeteria	Operations Director	\$25 per hour
MS Library	Operations Director	\$15 per hour
HS GYM	Athletic Director	\$125 per hour
HS Commons/Annex	Operations Director	\$50 per hour
HS Pavilion	Operations Director	\$50 deposit
Tennis Courts	Athletic Director	\$25/*\$50 per hour
Baseball/Softball Fields	Athletic Director	\$25/*\$50 per hour
Athletic Stadium/Track	Athletic Director	TBD by Athletic Director
Other Facility:		
_____	Operations Director	TBD
*use of lights		

THRALL ISD HAS THE OPTION OF WAIVING THE FEE OR CHARGING \$100 PER SEASON FOR REPEATED USE.
(i.e. Fall, Winter, Spring, Summer)

FOR ALL ATHLETIC FIELDS/GYMS-A SCHEDULE OF USE HAS TO BE APPROVED BY THE ATHLETIC DIRECTOR AND ATTACHED TO THE SIGNED CONTRACT.



THRALL ISD FACILITY USAGE PROCEDURE

PRIOR TO EVENT:

TISD Contact Person

- Check Facility Calendar for availability; add event to Facility Calendar
- Review contract for completeness and signatures
- 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 Thrall ISD Business Manager
- Forward the fully executed copy of contract, including any special instructions, to Operations Director to schedule HVAC/Lighting and post-event inspections.

TISD Maintenance Director:

- Schedule HVAC/Lighting for facility reservation hours

TISD Athletic Director:

- Set schedule with staff to unlock and lock facility doors

FOLLOWING EVENT:

TISD Maintenance Director:

- Immediately following the event, inspect facility for damage; schedule cleaning if needed
- Via email, notify TISD Contact Person of inspection results

TISD Contact Person:

- Within 24 hours, obtain facility keys from Requestor

TISD Administration/Business Manager:

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