

Exhibit A—Rental Agreement

The El Paso Independent School District (hereinafter referred to as “the District”) agrees to let _____ (*individual, group, or organization*) (hereinafter referred to as “the Lessee”) use the _____ (*name of facility*) at _____ (*location or campus*) on _____ (*date*), between the hours of _____ and _____ (*times*), subject to the following conditions:

1. That the Lessee pays \$ _____ (*rental fee*). Payment of charge must be made to the business services department when the agreement is signed but at least ten days in advance of the use of the facility.
2. That the Lessee will also pay a charge of _____ (*dollar amount*) for school personnel needed in connection with its use of the facility.
3. That the Lessee will use the facility only for the purposes consistent with law and as follows:

4. That upon completion of this use, the Lessee will be responsible for restoring the facility to the condition observable prior to this use.
5. That the District may cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.
6. That the District may revoke its permission to use the facility at any time it is determined that a group’s use damages or threatens to damage school property or violates Board policy and/or administrative regulations.
7. That the Lessee will not allow the possession or use of alcohol, firearms, illegal drugs, or the use of tobacco products on District property.
8. That the Lessee accepts full responsibility for protecting school property and equipment and assumes any and all liability for repairs or replacement or for any damage done to buildings, equipment, or other school property used by the Lessee.
9. That the Lessee also assumes full responsibility for the conduct of any and all persons using the facility during the rental.
10. That the Lessee agrees to assume all liability and hold harmless and indemnify the District, its Board members, employees, and agents from any and all liability arising out of the Lessee’s use of District facilities.
11. That the Lessee understands and accepts that the District’s insurance provides no coverage for the Lessee or any other user other than the District.

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12. That the Lessee will exercise due diligence to not send employees or volunteers to work inside any District building(s) if they have a conviction or a history of deferred adjudication for any crime that may pose a serious potential risk of injury to students or other persons working in or visiting in the building(s). It is the Lessee's responsibility to determine the best way to exercise that due diligence.
13. If applicable, the Lessee will furnish evidence of liability insurance coverage for the event and will name the District as an additional insured on the policy as specified by the District. (See GKD(EXHIBIT)-B)

Executed on this _____ (date) day of _____ (month), _____ (year).

Name (*print*): _____

Position: _____

Organization: _____

Lessee's signature: _____

Name (*print*): _____

District position: _____

Signature: _____

Exhibit B—Lessee Liability Insurance Requirements

Note: The District should modify this form in accordance with local requirements. Specific dollar amount requirements should be determined in consultation with the District's insurance provider and legal counsel and may vary by type of nonschool user or length and type of nonschool use.

Any Lessee authorized to use a District facility, regardless of whether the Lessee is required to pay fees under GKD(LOCAL), must provide certificates of coverage evidencing all policies and endorsements required by this form.

Coverage Required	Limit Required	
Comprehensive (Commercial) General Liability <input type="checkbox"/> Includes products and completed operations, contractual, personal and advertising injury, explosion, collapse, and underground property damage hazard	Policy aggregate	\$1,000,000
	Each occurrence	\$1,000,000
	Products/completed operations aggregate	\$1,000,000
	Fire damage liability	\$100,000
	Personal/advertising injury	\$1,000,000
Workers' Compensation <input type="checkbox"/> If the Lessee employs persons or officers, coverage required with limits to comply with the requirements of the Texas Workers' Compensation Act	Not applicable	
Employer's Liability <input type="checkbox"/> If the Lessee employs persons or officers	Not applicable	
Automobile Liability <input type="checkbox"/> If the Lessee is an organization/company and owns vehicles that will be brought onto District property	Not applicable	
Umbrella or Excess Liability <input type="checkbox"/> Excess of primary General Liability, Automobile Liability, and Workers' Compensation Coverage B	Not applicable	

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Additional requirements:

1. All coverages will be issued on an Occurrence basis by a company acceptable to the District and licensed to do business in Texas. Such companies will have a Best's Key rating of at least "A-VII."
2. In addition to certificates of insurance, copies of policy endorsements must be provided listing the District as an additional insured. If coverage is blanket, endorsements are not needed.
3. The certificate of insurance must provide coverage for the whole term of the rental agreement.
4. The Lessee is responsible for all deductibles, and the District must approve the deductibles selected.
5. The Lessee must provide a 30-day notice of cancellation of any nonrenewal, cancellation, or material change to any of the policies.
6. The certificate of insurance must provide a waiver of subrogation in favor of the district. A copy of the endorsement must be provided unless coverage is on a blanket basis.

The District reserves the right to review the coverage requirements during the effective period of any rental agreement and to make reasonable adjustments to the requirements when deemed reasonably prudent by the District based on changes in laws, court decisions, or potential increase in exposure to loss.

Sign and submit with rental agreement and proof of coverage:

Name (*print*): _____

Position: _____

Organization: _____

Lessee's signature: _____

For Office Use Only

I have reviewed and approved the above-named lessee's coverage documents.

Name (*print*): _____

District position: _____

Signature: _____

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ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 07-15-15	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.					
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUGROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).					
PRODUCER: ABC Insurance Company 12345 Street City, State 79901			CONTACT NAME: Agency Contact PHONE (A/C, No. Ext) 915-655-6555 FAX (A/C, Ext) 915-655-6556 EMAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: HIJK Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		
INSURED: Insured Name Address City, State 79901					
COVERAGES:		CERTIFICATE NUMBER:		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY POLICY, CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY BE APPLICABLE, THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. COVERAGE WILL ONLY BE PROVIDED IF THE POLICIES DESCRIBED HEREIN HAVE NOT BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	TYPE OF COVERAGE	ADDL INSD	SUB WVT	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			06-01-2016 05-01-2017	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS-COMP/OP AGG \$1,000,000
	<p>Do not mark these columns if the policy includes the Blank Coverage Endorsements – these should only be marked when specifically endorsed to policy</p>				
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS RENTED AUTOS UMBRELLA LIAB EXCESS LIAB DED RETENTION				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (per person) BODILY INJURY (per accident) PROPERTY DAMAGE (per accident) EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS BELOW		N/A		WC STATUTORY LIMIT OTHER E.I. EACH ACCIDENT E.I. DISEASE-EA EMPLOYEE E.I. DISEASE-POLICY LIMIT
DESCRIPTION OF OPERATIONS/LOCATIONS/WORKSITES (Attach Acord 101, Additional Remarks Schedule, if necessary if required)					
SEE ADDITIONAL REQUIREMENTS BELOW					
CERTIFICATE HOLDER				CANCELLATION	
				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.	
				AUTHORIZED REPRESENTATIVE	

ADDITIONAL REQUIREMENTS:

• **BLANKET COVERAGE**

1. **Include specific wording on certificate if Additional Insured is on a Blanket basis**

The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is written Contract or agreement between the named insured and the certificate holder requires such status. The General Liability policy includes a blanket waiver of subrogation endorsement that provides this feature only when there is written contract between the named insured and the certificate holder that requires it.

• **ENDORSEMENT SPECIFIC**

1. **Include specific wording on certificate when Additional Insured coverage is specifically endorsed to name El Paso ISD on the policy (endorsements must be included with the certificate)**

Certificate Holder is listed as an Additional Insured on the General Liability with respects to liability arising out of your ongoing operations for that insured per the attached endorsement form CG2010 (or equivalent). The General Liability policy includes a Waiver of Subrogation endorsement in favor of Certificate Holder per the following endorsement form CG2404 (or equivalent).

Sample

Exhibit C—User Classifications And Rental Fee Schedule

The rental fees charged for the use of District facilities will be based on the following user/activity classifications and rental fee schedule:

User/Activity Classifications

Classification I applies to school-support organizations/activities as defined in GKD(REGULATION). The District will be reimbursed for any overtime incurred by District staff and cover all District costs as a result of a school-sponsored organization's use of a District facility.

Classification I also applies to regular meetings being held on school days by the following nonschool organizations: crime watch groups, alumni associations, homeowners' associations, neighborhood associations, and governmental agencies. Activities other than regular meetings by these nonschool organizations will result in a rental fee at the Classification II or III rate.

Classification II applies to non-revenue-generating activities by nonschool organizations as defined in GKD(REGULATION) and non-profit organizations.

Classification III applies to all for-profit organizations and for-revenue-generating activities by nonschool organizations.

Note: Fees will not be charged for nonschool uses scheduled during the two hours following the end of the instruction day, per GKD(LOCAL).

Rental Fee Schedule

Key to rates:		
Class	=	User/activity classification
School	=	HS = High School MS = Middle School ES = Elementary School
Day	=	School or nonschool day
Rental area	=	Space to be used
Notes:		
Gym 1	=	Refers to a high school main gymnasium
Gym 2	=	Refers to high school auxiliary gymnasium
Gym 3	=	Refers to middle school gymnasium
Auditorium 1	=	Refers to high school auditorium/theater
Auditorium 2	=	Refers to the Bowie, Coronado, and El Paso High School auditorium/theater

High Schools

Class	School	Day	Rental Area	Hourly Rate
I	HS	School Day	Auditorium 1, Cafeteria, Kitchen, Gym 1, Gym 2, Conference/Lecture room, or Library	\$0
I	HS	Nonschool Day	Auditorium 1, Cafeteria, Kitchen, Gym 1, Gym 2, Conference/Lecture room, or Library	\$0
II	HS	School Day	Auditorium 1	\$80
II	HS	School Day	Cafeteria	\$50
II	HS	School Day	Gym 1	\$75
II	HS	School Day	Gym 2	\$40
II	HS	School Day	Auditorium 2	\$100
II	HS	School Day	Kitchen	\$25
II	HS	School Day	Conference/Lecture room	\$45
II	HS	School Day	Library	\$60
II	HS	Nonschool Day	Auditorium 1	\$80
II	HS	Nonschool Day	Cafeteria	\$50

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II	HS	Nonschool Day	Gym 1	\$75
II	HS	Nonschool Day	Gym 2	\$40
II	HS	Nonschool Day	Auditorium 2	\$100
II	HS	Nonschool Day	Kitchen	\$25
II	HS	Nonschool Day	Conference/Lecture room	\$45
II	HS	Nonschool Day	Library	\$60
III	HS	School Day	Auditorium 1	\$160
III	HS	School Day	Cafeteria	\$100
III	HS	School Day	Gym 1	\$150
III	HS	School Day	Gym 2	\$80
III	HS	School Day	Auditorium 2	\$200
III	HS	School Day	Kitchen	\$50
III	HS	School Day	Conference/Lecture room	\$90
III	HS	School Day	Library	\$120
III	HS	Nonschool Day	Auditorium 1	\$160
III	HS	Nonschool Day	Cafeteria	\$100
III	HS	Nonschool Day	Gym 1	\$150
III	HS	Nonschool Day	Gym 2	\$80
III	HS	Nonschool Day	Auditorium 2	\$200
III	HS	Nonschool Day	Kitchen	\$50
III	HS	Nonschool Day	Conference/Lecture room	\$90
III	HS	Nonschool Day	Library	\$120

Middle Schools

I	MS	School Day	Cafeteria, Kitchen, Library, or Gym 3	\$0
I	MS	Nonschool Day	Cafeteria, Kitchen, Library, or Gym 3	\$0
II	MS	School Day	Cafeteria	\$30
II	MS	School Day	Gym 3	\$50
II	MS	School Day	Kitchen	\$25

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II	MS	School Day	Library	\$40
II	MS	Nonschool Day	Cafeteria	\$30
II	MS	Nonschool Day	Gym 3	\$50
II	MS	Nonschool Day	Kitchen	\$25
II	MS	Nonschool Day	Library	\$40
III	MS	School Day	Cafeteria	\$60
III	MS	School Day	Gym 3	\$100
III	MS	School Day	Kitchen	\$50
III	MS	School Day	Library	\$80
III	MS	Nonschool Day	Cafeteria	\$60
III	MS	Nonschool Day	Gym 3	\$100
III	MS	Nonschool Day	Kitchen	\$50
III	MS	Nonschool Day	Library	\$80

Elementary Schools

I	ES	School Day	Multipurpose room, Kitchen, Library, or Cafeteria	\$0
I	ES	Nonschool Day	Multipurpose room, Kitchen, Library, or Cafeteria	\$0
II	ES	School Day	Multipurpose room	\$40
II	ES	School Day	Cafeteria	\$25
II	ES	School Day	Kitchen	\$25
II	ES	School Day	Library	\$30
II	ES	Nonschool Day	Multipurpose room	\$40
II	ES	Nonschool Day	Cafeteria	\$25
II	ES	Nonschool Day	Kitchen	\$25
II	ES	Nonschool Day	Library	\$30
III	ES	School Day	Multipurpose room	\$80
III	ES	School Day	Cafeteria	\$50
III	ES	School Day	Kitchen	\$50

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III	ES	School Day	Library	\$60
III	ES	Nonschool Day	Multipurpose room	\$80
III	ES	Nonschool Day	Cafeteria	\$50
III	ES	Nonschool Day	Kitchen	\$50
III	ES	Nonschool Day	Library	\$60

For Classifications II and III rentals, a \$7 administration fee for each transaction will be added.

High School Athletic Stadiums– Artificial Turf Football Field/Tracks	Hourly Rate Classification II		Hourly Rate Classification III	
	Day Rate	Night Rate	Day Rate	Night Rate
Location				
Jefferson/Chapin High School	\$100	\$100	\$200	\$200
All other campuses	\$110	\$110	\$220	\$220

High School Locker Rooms	Hourly Rate Classification II		Hourly Rate Classification III	
	Day Rate	Night Rate	Day Rate	Night Rate
Location				
All campuses	\$25	\$25	\$50	\$50

High School Baseball/Softball Fields	Hourly Rate Classification II		Hourly Rate Classification III	
	Day Rate	Night Rate	Day Rate	Night Rate
Location				
All campuses	\$50	N/A	\$100	N/A

Athletic Fields–Natural Turf Soccer, Football Field	Hourly Rate Classification II		Hourly Rate Classification III	
	Day Rate	Night Rate	Day Rate	Night Rate
Location				
High schools	\$30	N/A	\$60	N/A
Middle schools	\$40	N/A	\$80	N/A
Elementary schools	\$25	N/A	\$50	N/A

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School Athletic Areas–Guillen Middle School Track and District- wide Tennis Courts	Hourly Rate Classification II		Hourly Rate Classification III	
	Day Rate	Night Rate	Day Rate	Night Rate
Location				
All schools	\$15	N/A	\$30	N/A

Note: The hourly rate indicated is for each individual tennis court.

Tennis Center	Hourly Rate Classification II		Hourly Rate Classification III	
	Day Rate	Night Rate	Day Rate	Night Rate
Location				
4770 Woodrow Bean	\$125	\$145	\$250	\$270

Note: The hourly rate indicated is for the use of all 22 courts and restrooms at the Tennis Center.

The Tennis Center is located at 4770 Woodrow Bean, El Paso, Texas 79924

Professional Development Center	Hourly Rate Classification II		Hourly Rate Classification III	
	Day Rate	Night Rate	Day Rate	Night Rate
Location				
Teacher's Auditorium	\$75	\$75	\$150	\$150
Training Room	\$25	\$25	\$50	\$50

Planetarium (120-seat capacity)	Flat Rate Classification II		Flat Rate Classification III	
	Day Rate	Night Rate	Day Rate	Night Rate
Location				
Small public schools and private schools with planetarium (Attendance of 60 or less)	\$100	N/A	N/A	N/A
Large public schools with planetarium (Attendance of 60 or more)	\$250	N/A	N/A	N/A

Note: Rental period not to exceed 90 minutes.

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Other Hourly Charges	Hourly Rate
Stadium lighting	\$20
Custodial	\$30
Licensed commissioned peace officer	\$35
Professional Technician	\$15
Student Technician	\$10
On-site facility manager	\$25
Parking lot:	
• For strictly public parking vehicles (50 parking spaces)	\$25
• For commercial use—food trucks (an area comprised of five parking spaces)	\$50

Food and Nutrition Services Personnel	Hourly Rate
Specialist	\$20
Cook	\$23
ES cafeteria manager	\$30
MS/HS cafeteria manager	\$33

El Paso ISD
071902

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Exhibit D—Community School Facilities Use Agreement

The El Paso Independent School District (hereinafter referred to as “the District”) and _____ (“_____”), collectively referred to as the “Parties,” enter into this Community School Facilities Use Agreement for the use of certain space at _____ School beginning on _____ for a period of one year, between the hours of _____ a.m. and _____ p.m., based on the following recitals and subject to the following conditions:

Recitals

Whereas, the District recognizes the need to build community partnerships to maximize student learning and success;

WHEREAS, the District created a pilot project to create community schools that are both a place and a set of partnerships between the schools and other community resources (community schools are to facilitate an integrated focus on academics, health and social services, youth and community development, and community engagement that leads to improved student learning);

WHEREAS, the District identified _____ School as one of the pilot community schools;

WHEREAS, _____’s services were identified through a community schools survey as needed services to benefit _____ School;

WHEREAS, _____, as a community schools partner, will not be charged a building rental fee for the use of designated facilities;

NOW, THEREFORE, the Parties agree as follows:

1. _____ will use the designated space at _____ School (see Part I) only for the purposes consistent with law and for _____ services for the _____ School community.
2. _____ may modify the space in the following way at its own expense:
_____.
3. Upon completion of this use, _____ will be responsible for restoring the facility to the condition observable prior to this use.
4. The District may cancel this agreement if it is determined that the designated space is needed for school use.
5. The District may revoke its permission to use the facility at any time it is determined that _____’s use damages or threatens to damage school property or violates Board policy and/or administrative regulations.
6. _____ will not allow the possession or use of alcohol, firearms, illegal drugs, or tobacco products on District property.

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7. _____ accepts full responsibility for protecting school property and equipment and assumes any and all liability for repairs or replacement or for any damage done to buildings, equipment, or other school property used by _____.
8. _____ also assumes full responsibility for the conduct of any and all persons using the facility during the use by _____.
9. _____ agrees to assume all liability and hold harmless and indemnify the District, its Board members, employees, and agents from any and all liability arising out of _____'s use of District facilities.
10. _____ understands and accepts that the District's insurance provides no coverage for _____ or any other user other than the District.
11. _____ will exercise due diligence to not send employees or volunteers to work inside any District building(s) if they have a conviction or a history of deferred adjudication for any crime that may pose a serious potential risk of injury to students or other persons working in or visiting in the building(s). It is _____'s responsibility to determine the best way to exercise that due diligence.
12. _____ will furnish evidence of liability insurance coverage for its facilities use and will name the District as an additional insured on the policy as specified by the District. (See Coverage Required table.)
13. _____ agrees to pay its pro rata share of utilities, janitorial, security, and technology costs for the facilities use.
14. This agreement may be renewed annually consistent with the District's community schools policy.
15. _____ understands and agrees that its status as a community partner for _____ School may change in accordance with future community schools needs assessment surveys, and as such, its facilities use and this agreement may become null and void.
16. The District reserves, and does not waive, its right of sovereign immunity and similar rights, immunities and rights of its officials and employees, and its employees'/officials' rights under the Texas Tort Claims Act.

Executed on this _____ (date) day of _____ (month), 20__.

Name (print): _____

District position: _____

Signature: _____

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Part I

Name (*print*): _____

District position: _____

Part II

Coverage Required	Limit Required	
Comprehensive (Commercial) General Liability <input type="checkbox"/> Includes products and completed operations, contractual, personal and advertising injury, explosion, collapse, and underground property damage hazard	Policy aggregate	\$1,000,000
	Each occurrence	\$1,000,000
	Products/completed operations aggregate	\$1,000,000
	Fire damage liability	\$100,000
	Personal/advertising injury	\$1,000,000
Workers' Compensation <input type="checkbox"/> If the lessee employs persons or officers, coverage required with limits to comply with the requirements of the Texas Workers' Compensation Act	Not applicable	
Employer's Liability <input type="checkbox"/> If the lessee employs persons or officers	Not applicable	
Automobile Liability <input type="checkbox"/> If the lessee is an organization/ company and owns vehicles that will be brought onto District property	Not applicable	
Umbrella or Excess Liability <input type="checkbox"/> Excess of primary General Liability, Automobile Liability, and Workers' Compensation Coverage B	Not applicable	

Additional requirements

1. All coverages will be issued on an occurrence basis by a company acceptable to the District and licensed to do business in Texas. Such companies will have a Best's Key rating of at least "A-VII."

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2. In addition to certificates of insurance, copies of policy endorsements must be provided, listing the District as an additional insured. If coverage is blanket, endorsements are not needed.
3. The certificate of insurance must provide coverage for the whole term of the rental agreement.
4. _____ is responsible for all deductibles, and the District must approve the deductibles selected.
5. _____ must provide a 30-day notice of cancellation of any nonrenewal, cancellation, or material change to any of the policies.
6. The certificate of insurance must provide a waiver of subrogation in favor of the District. A copy of the endorsement must be provided unless coverage is on a blanket basis.

The District reserves the right to review the coverage requirements during the effective period of any facilities use agreement and to make reasonable adjustments to the requirements when deemed reasonably prudent by the District based on changes in laws, court decisions, or potential increase in exposure to loss.

Sign and submit with facilities use agreement and proof of coverage:

Name (*print*): _____

Position: _____

Organization: _____

Signature: _____

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Exhibit E

FACILITY USE REQUEST AND AUTHORIZATION FORM

Date: _____ Application No. _____

ORGANIZATION REQUESTING USE OF FACILITY

Organization Name: _____ Applicant Name: _____
 _____ Applicant Title: _____
 Address: _____ E-Mail Address: _____
 Zip: _____ Phone: _____ Signature: _____

PROPOSED USE OF FACILITY:

SCHOOL SPONSORED Yes No DISTRICT SPONSORED Yes No Will Admission Be Charged Yes No

FACILITY REQUESTED

Name of School or Other Facility: _____ Facility No. _____

- | | | | |
|-------------------------------------------|---------------------------------------------|------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Fine Arts Theater | <input type="checkbox"/> Gymnasium-Large | <input type="checkbox"/> Playground |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Choral/Band Room | <input type="checkbox"/> Toilet Facilities | <input type="checkbox"/> Tennis Court - No |
| <input type="checkbox"/> Cafeterium | <input type="checkbox"/> Multi-Purpose Room | <input type="checkbox"/> Baseball Field | <input type="checkbox"/> Stadium/Lights |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Community Room | <input type="checkbox"/> Basketball/Volleyball | <input type="checkbox"/> Parking Area |
| <input type="checkbox"/> Library | <input type="checkbox"/> Gymnasium-Small | <input type="checkbox"/> Track & Field | <input type="checkbox"/> Field Type |
| <input type="checkbox"/> Classrooms - No. | | | |

REQUESTED DATES AND TIMES

Date: _____ Day of the Week _____ From: _____ AM PM to _____ AM PM
 Date: _____ Day of the Week _____ From: _____ AM PM to _____ AM PM
 Date: _____ Day of the Week _____ From: _____ AM PM to _____ AM PM
 Date: _____ Day of the Week _____ From: _____ AM PM to _____ AM PM
 Date: _____ Day of the Week _____ From: _____ AM PM to _____ AM PM

Copy to Campus Scheduler Initial: _____ Schedule with Energy Management Initial: _____

INSURANCE, BONDING, CLEANING AND SECURITY REQUIREMENTS

Insurance Required _____ Performance Bond _____
 Non-District Clean-up _____ Non-District Security _____

Payment of Fees: Applicant will pay all fees ten business days prior to the scheduled event directly to the EPISD Business Services Office. No payments are to be made directly at school sites or to any other District employees, including custodial and food service personnel. If total costs (actual or damage) exceeds paid amount, an invoice will be sent to the address on the request form. Users will have 15 days to pay remaining balance. Once facility has been reserved and payment has been made, fees are non-refundable.

TO BE COMPLETED BY CAMPUS FACILITY USE REQUIREMENTS: Check One:

Custodians NO. _____ HRS. _____ Function 3102

Security NO. _____ HRS. _____ Function _____

Other _____ NO. _____ HRS. _____

APPROVAL/AUTHORIZATION

Principal/Site Administrator _____ Date: _____

Director Athletics OR Director Maint., Bldgs., & Grounds If Applicable _____ Date: _____

Reviewed by: Financial Services _____ Date: _____

Ex. Director, Operations Support Services _____ Date: _____

- Application submitted to:
- | | |
|----------------------------------------|------------------------------------------|
| <input type="checkbox"/> Applicant | <input type="checkbox"/> Facilities |
| <input type="checkbox"/> Campus Admin | <input type="checkbox"/> Food Serv. Dir. |
| <input type="checkbox"/> Custodial Ops | <input type="checkbox"/> Police Services |
| <input type="checkbox"/> Energy Mgrs. | <input type="checkbox"/> _____ |

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FACILITY USE REQUEST AND AUTHORIZATION FORM
FOOD SERVICE REQUEST

Description of Food Services Requested:

Menu Specifications:

CAFETERIA/KITCHEN FEES

Cafeteria Use Fee:	_____ Hours	\$ _____
Kitchen Use Fee:	_____ Hours	\$ _____
Food:	_____ x \$ _____/Plate	\$ 0.00
Staff:	_____ x _____ Hours	0
Utility and Miscellaneous Fees:		\$ _____
Total Food Service/Kitchen Fee:		\$ 0.00

APPROVALS

Applicant/User Representative Date: _____

Director Food Services Date: _____

NOTE: Cafeteria/Kitchen fees are exclusive of fees for use of Cafeteria, Cafetorium or related facilities for other purposes.

TERMS AND CONDITIONS APPLICABLE TO THIS AUTHORIZATION

Initials

1. _____ Reserved Rights. The use of El Paso Independent School District ("EPISD") facilities is governed by the EPISD Board Policy GKD (Local). Some of the pertinent provisions of that policy are summarized or restated here. A complete copy of Board Policy GKD (Local) is available on request. The EPISD Board of Trustees reserves the right to refuse approval of, and/or cancel, any requested use of an EPISD facility when it deems such action necessary for the best interests of the District.
2. _____ Indemnification. Applicant, by submitting the Facility Use Request and Authorization Form, agrees to indemnify the EPISD, its Trustees and employees, and any persons whose property may be within the said facility, of and from any and all loss or damage to property caused by any person or persons attending the meeting or function covered by said Form, and of and from any damage or injury sustained by any person arising out of the holding of such meeting or function. Applicant agrees to indemnify, hold harmless and defend the El Paso Independent School District, its Trustees and employees, of and from any and all claims, suits or actions that may be asserted against any of them, seeking recovery for any injury, damage, or loss, of any nature whatsoever, arising out of or related to Applicant's use of the facility, even if such claimed injury, damage, or loss is attributable, in whole or in part, to the negligence of the EPISD, its Trustees or employees.
3. _____ Insurance. Applicant shall furnish general liability and/or casualty insurance in such amounts as determined by the EPISD Associate Superintendent for Operations, when deemed necessary to cover participants and District property associated with the scheduled facility use. Certificates of insurance meeting the minimum requirements determined by the District must be on file with the district prior to use of District facilities.
4. _____ Subleasing. Under no circumstances may District facilities be subleased by Applicant. If the Applicant's requested facility use is approved or authorized, such approval or authorization does not constitute or connote approval or authorization to any applicant or for any function, other than as specifically identified on the Facility Use Request and Authorization Form.
5. _____ Long-Term Contracts. The District reserves the right to require a more formal, separate contractual license agreement for any applicant who plans to use a facility for a time period of greater than one day.
6. _____ Compliance with Applicable Laws. Application agrees to comply with all deferral, state and local non-discrimination laws, including but not limited to the Americans with Disabilities Act (ADA), and that the activities conducted during and in connection with the use of the facility shall in all respects conform to all applicable legal requirements.