



HALLSVILLE  
INDEPENDENT SCHOOL DISTRICT

# Hallsville Independent School District

## Facility Rental Usage Form

## **Members of the Facility Committee**

Chief Administrator – John Martin

Facilities Coordinator – Kathy Smith

HISD Athletics Director – Daniel Drennon  
Administrative Assistant to the Athletics Director – Debbie Miller

HISD Maintenance Supervisor – Ben Avedikian  
Administrative Assistant to the Maintenance Supervisor – Tanya Poindexter

Hallsville High School Principal – Lindsay Slaten  
Administrative Assistant to the High School Principal – Pam Heard

Hallsville Junior High School Principal – James Gibson  
Administrative Assistant to the Junior High Principal – May Pipak

Hallsville Intermediate Principal – Karen Aikman  
Administrative Assistant to the Intermediate Principal – Jamie Powell

Hallsville East Elementary Principal – Melissa Goulden  
Administrative Assistant to the East Elementary Principal – Denise Wall

Hallsville North Elementary Principal – Danieli Parker  
Administrative Assistant to the North Elementary Principal – Kathy Thomas

HISD Food Service Director – Rodney McGhee

Approved by the HISD Board of Trustees  
July 16, 2012

Jay Nelson, President  
Dale Haney, Vice President  
Troy Crafton, Secretary  
Jason Ainsworth, Assistant Secretary  
Lee Gaw, Trustee  
Doug McGarvey, Trustee  
Shane Goswick, Trustee

Jeff Collum, Superintendent

**Hallsville ISD Facility Use  
Agreement Form**

**THE PERSON WHOSE SIGNATURE IS BELOW ASSUMES TOTAL RESPONSIBILITY FOR ALL ASPECTS OF THIS CONTRACT FOR HIS/HER GROUP AND AGREES TO ABIDE BY THE FOLLOWING CONDUCT STANDARDS:**

1. Absolutely NO ALCOHOL or TOBACCO in any form on HISD property. State law prohibits the use of any or alcohol or tobacco products on school property.
2. The renter shall permit only those in his/her group in the facility.
3. The renter shall turn off all lights, lock all exterior doors, and leave the facility in a clean and orderly condition. The Superintendent or designee shall be the sole judge of the extent of any repairs or damages.
4. The renter shall make a \$25.00 refundable key fob deposit to the Executive Director of Operations.
5. Non-profit organizations which serve the youth of the school district and/or promote unselfish civic betterment such as PTA, Booster Clubs, Civic Clubs, Boy/Girl Scouts, Campfire girls, Hallsville youth sports and other similar organizations may use school facilities free of charge, subject to approval of the Principal and the Executive Director of Operations. Fees may be charged for custodial services and any other services or expenses relative to the activity shall be determined prior signing the Hallsville ISD Facility Use Agreement Form. HISD will consider assigning requested facilities based on age appropriateness.
6. Concession stand rights are reserved to school booster organizations as determined by the Superintendent.
7. Long term (up to 12 months) agreements are reserved for consideration by the Board of Trustees.
8. Any improvements made to HISD facilities by renters become the property of the school district, subject to all rights and privileges of ownership under the law.
9. The parents / guardians are expected to monitor children in their care while on school grounds or using school facilities.
10. Hallsville ISD has implemented an energy savings plan for the taxpayers of the district. It is critical that doors not be left or propped open, lights are turned out and that maintenance is contacted by the campus or proper HISD Administrator so that HVAC units can be programmed accordingly.
11. Written materials, photographs, pictures, films, tapes or other media shall not be sold, circulated or distributed by persons or groups without permission from the Assistant Superintendent.

**I have read the attached policies and regulations regarding facility use in Hallsville ISD. As the authorized representative for this organization, I understand that I am the responsible party and hereby agree to abide by all the stipulations as indicated and pay all charges due the Hallsville ISD. I understand that Hallsville Independent School District and employees are released from liability for personal injury and/or damages to any personal property and are not responsible for the cost of damages or injuries incurred during use of HISD facilities. I further understand that my failure to abide by all expectations and conditions may cause forfeiture of deposit along with forfeiture of all privileges to use any HISD facilities in the future.**

Printed name of person making request: \_\_\_\_\_

Reason for use: \_\_\_\_\_

**Signature of person making request:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Cell Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_

**Date(s) facility is to be used:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Campus Principal Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Hallsville ISD Facility Use  
Agreement Form . . . continued**

**Hallsville ISD activities command priority and may over-ride previously scheduled usage**

**Please circle yes or no:**

Will an admission fee be charged?	Yes	No
Is the renter trying to make a profit? (if so, use the far right column)	Yes	No
Will the renter need custodial support?	Yes	No
Will the renter need sound and lighting support?	Yes	No
Will the renter need security support?	Yes	No

**Facility Requested and Purpose of Use**

**Maintenance Equipment Needs:**

\_\_\_\_\_ Air conditioning (set at district determined level)

**Renter is responsible for obtaining and paying Custodial Services**

**The person / group renting the facility shall be responsible for providing security if needed**

It is expected that the facility will be returned for instructional uses in the same condition of cleanliness as it was found.

\* **Tracks and tennis courts are available for public recreational use on a first-come, first serve basis  
Kitchens or equipment in the cafeteria are not available for rent.**

Time Estimate of facility use \_\_\_\_\_ Hours @ \_\_\_\_\_ N/A \_\_\_\_\_ per hour = \$ \_\_\_\_\_ N/A \_\_\_\_\_

Total Costs for rental \_\_\_\_\_ N/A \_\_\_\_\_ Method of payment \_\_\_\_\_

A deposit of \_\_\_\_\_ has been received for the use of the described facilities on the date and time requested.

**I have read the attached policies and regulations regarding facility use in Hallsville ISD. As the authorized representative for this organization, I understand that I am the responsible party and hereby agree to abide by all the stipulations as indicated and pay all charges due the Hallsville ISD. I understand that Hallsville Independent School District and employees are released from liability for personal injury and/or damages to any personal property and are not responsible for the cost of damages or injuries incurred during use of HISD facilities. I further understand that my failure to abide by all expectations and Conditions may cause forfeiture of deposit along with forfeiture of all privileges to use any HISD facilities in the future.**

\_\_\_\_\_  
**Responsible Party** \_\_\_\_\_ Date

\_\_\_\_\_  
HISD Chief Administrator \_\_\_\_\_ Date