



# **HALLSVILLE INDEPENDENT SCHOOL DISTRICT**

## **FACILITY RENTAL USAGE FORM**

# MEMBERS OF THE FACILITY COMMITTEE

Superintendent – John Martin

Facilities Coordinator – (Business Office)

HISD Athletics Director – Cody Farrell

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 – James Gibson

Administrative Assistant to the Principal – Dana Lawson

Hallsville Junior High Principal – Clayton Farrell

Administrative Assistant to the Principal – May Pipak

Hallsville Intermediate Principal – Aaron Hoecherl

Administrative Assistant to the Principal – Courtney Hallonquist

Hallsville East Elementary Principal – Melissa Torrence

Administrative Assistant to the Principal – Denise Wall

Hallsville North Elementary Principal – Tana Scholl

Administrative Assistant to the Principal – Kathy Thomas

Hallsville West Elementary Principal – Jennifer Hoskins

Administrative Assistant to the Principal – Stephanie Ayala

HISD Food Service Director – Charlie Combs

Administrative Assistant – Pam Talley

HISD Board of Trustees

Jay Nelson, President

Dale Haney, Vice President

Troy Crafton, Secretary

Doug McGarvey, Assistant Secretary

Jason Ainsworth

Lee Gaw

Shane Goswick

**Hallsville ISD Facility Use  
Agreement Form**

1. Absolutely NO ALCOHOL or TOBACCO in any form on HISD property. State law prohibits the use of any 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 Facilities Coordinator in the Business Office (311 Willow Street, Hallsville, TX 75650).
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 Superintendent. Fees may be charged for custodial services and any other services or expenses relative to the activity shall be determined prior to 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 Superintendent.

**I have read the above 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 HISD. I understand that Hallsville ISD 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 this future.**

**Signature of person making request: \_\_\_\_\_ Date of Request: \_\_\_\_\_**  
**(Requests should be made at least 7 days in advance)**

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

Reason for use (organization): \_\_\_\_\_

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

Best phone number(s) to reach you: \_\_\_\_\_

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

Time for facility usage: \_\_\_\_\_

Number of Adults in Attendance: \_\_\_\_\_ Number of Children/Students \_\_\_\_\_

**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?	Yes	No
Will the renter need custodial support? (if so, fees apply)	Yes	No
Will the renter need sound and lighting support? If so: _____	Yes	No
Will the renter need security support?	Yes	No

Facility Requested and Purpose of Use – Explanations: \_\_\_\_\_

**Maintenance Equipment Needs (circle needed):**

Air conditioning (set at district-determined levels)	<b>Yes</b>	<b>No</b>	Key and lock	<b>Yes</b>	<b>No</b>
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**Required IT Services:**

Audio Visual (Explain what is needed): \_\_\_\_\_

Web Site (Explain what is needed): \_\_\_\_\_

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.

**Kitchen or equipment in the cafeteria is not available for rent.**

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

Approval:

Campus Principal/Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

HISD Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_