

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(EXHIBIT)

See the following pages for forms related to non-school use of school facilities:

Exhibit A: Rental Agreement - 1 page

Exhibit B: Lessee Liability Insurance Requirements - 4 pages

Exhibit C: User Classifications and Rental Fee Schedule – 6 Pages

Exhibit D: Facility Use Agreement – 2 Pages

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES
EXHIBIT A

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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 _____ subject to the following conditions:

1. That the Lessee pays \$ _____ (rental fee) Payment of charge must be made to the Business Services Department (office) when the agreement is signed but at least ten (10) days in advance of the use of the facility.
2. That the Lessee will also pay a charge of _____ 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, or 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.
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 _____ day of _____ (month), _____ (year).

Name: _____
Position: _____
Organization: _____
Lessee: _____

Name: _____
Position: _____
El Paso Independent School District

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
<p>Comprehensive (Commercial) General Liability</p> <p><input type="checkbox"/> Includes Products and Completed Operations, Contractual, Personal and Advertising Injury, Explosion, Collapse, and Underground Property Damage Hazard</p>	<p>Policy aggregate: \$1,000,000</p> <p>Each occurrence: \$1,000,000</p> <p>Products/completed operations aggregate: \$1,000,000</p> <p>Fire damage liability: \$100,000</p> <p>Personal/Advertising Injury: -\$1,000,000</p>
<p>Workers' Compensation</p> <p><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</p>	Not Applicable
<p>Employer's Liability</p> <p><input type="checkbox"/> If the Lessee employs persons or officers</p>	Not Applicable
<p>Automobile Liability</p> <p><input type="checkbox"/> If the Lessee is an organization/company and owns vehicles that will be brought onto District property</p>	Not Applicable
<p>Umbrella or Excess Liability</p> <p><input type="checkbox"/> Excess of primary General Liability, Automobile Liability, and Workers' Compensation Coverage B</p>	Not Applicable

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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=~~A~~-VII".
2. In addition to certificates of insurance, copies of policy endorsements must be provided listing the District as 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 upon changes in laws, court decisions, or potential increase in exposure to loss.

Sign and submit with rental agreement and proof of coverage:

Name: _____

Position: _____

Organization: _____

Lessee signature: _____

For Office Use Only

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

Name: _____

Position: _____

Signature: _____

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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) 915-555-5555	FAX (A/C. Ext) 915-555-5556
	EMAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED: Insured Name Address City, State 79901	INSURER A: HIJK Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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, CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY BE APPLIED, THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. COVERAGE LIMITS HAVE BEEN REDUCED BY PAID CLAIMS.

Do not mark these columns if the policy includes the Blanket Coverage Endorsements – these should only be marked when specifically endorsed to policy

INSR LTR	TYPE OF COVERAGE	ADDL INSD	SUB WVD	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENERAL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC			05-01-2016 05-01-2017	EACH OCCURRENCE \$1,000,000 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
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (per person) BODILY INJURY (per accident) PROPERTY DAMAGE (per accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION				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			WCSTATU. <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space 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

ACORD 25 (2010/05)

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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

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 shall 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 shall not be charged for nonschool uses scheduled during the two hours following the end of the instruction day-per GKD(LOCAL)

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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	Note A
I	HS	School Day	Auditorium 1, Cafeteria, Kitchen, Gym1, Gym 2, Conference/Lecture Room or Library	\$0	\$0
I	HS	Nonschool Day	Auditorium 1, Cafeteria, Kitchen, Gym1, Gym 2, Conference/Lecture Room or Library	\$0	\$0
					Note A
II	HS	School Day	Auditorium 1	\$80	\$7
II	HS	School Day	Cafeteria	\$50	\$7
II	HS	School Day	Gym 1	\$75	\$7
II	HS	School Day	Gym 2	\$40	\$7
II	HS	School Day	Auditorium 2	\$100	\$7
II	HS	School Day	Kitchen	\$25	\$7
II	HS	School Day	Conference/Lecture Room	\$45	\$7
II	HS	School Day	Library	\$60	\$7
II	HS	Nonschool Day	Auditorium 1	\$80	\$7
II	HS	Nonschool Day	Cafeteria	\$50	\$7
II	HS	Nonschool Day	Gym 1	\$75	\$7

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II	HS	Nonschool Day	Gym 2	\$40	\$7
II	HS	Nonschool Day	Auditorium 2	\$100	\$7
II	HS	Nonschool Day	Kitchen	\$25	\$7
II	HS	Nonschool Day	Conference/Lecture Room	\$45	\$7
II	HS	Nonschool Day	Library	\$60	\$7
III	HS	School Day	Auditorium 1	\$160	\$7
III	HS	School Day	Cafeteria	\$100	\$7
III	HS	School Day	Gym 1	\$150	\$7
III	HS	School Day	Gym 2	\$80	\$7
III	HS	School Day	Auditorium 2	\$200	\$7
III	HS	School Day	Kitchen	\$50	\$7
III	HS	School Day	Conference/Lecture Room	\$90	\$7
III	HS	School Day	Library	\$120	\$7
III	HS	Nonschool Day	Auditorium 1	\$160	\$7
III	HS	Nonschool Day	Cafeteria	\$100	\$7
III	HS	Nonschool Day	Gym 1	\$150	\$7
III	HS	Nonschool Day	Gym 2	\$80	\$7
III	HS	Nonschool Day	Auditorium 2	\$200	\$7
III	HS	Nonschool Day	Kitchen	\$50	\$7
III	HS	Nonschool Day	Conference/Lecture Room	\$90	\$7
III	HS	Nonschool Day	Library	\$120	\$7
MIDDLE SCHOOLS					Note A
I	MS	School Day	Cafeteria, Kitchen, Library or Gym 3	\$0	\$0
I	MS	Nonschool Day	Cafeteria, Kitchen, Library or Gym 3	\$0	\$0
					Note A
II	MS	School Day	Cafeteria	\$30	\$7
II	MS	School Day	Gym 3	\$50	\$7
II	MS	School Day	Kitchen	\$25	\$7
II	MS	School Day	Library	\$40	\$7

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II	MS	Nonschool Day	Cafeteria	\$30	\$7
II	MS	Nonschool Day	Gym 3	\$50	\$7
II	MS	Nonschool Day	Kitchen	\$25	\$7
II	MS	Nonschool Day	Library	\$40	\$7
III	MS	School Day	Cafeteria	\$60	\$7
III	MS	School Day	Gym 3	\$100	\$7
III	MS	School Day	Kitchen	\$50	\$7
III	MS	School Day	Library	\$80	\$7
III	MS	Nonschool Day	Cafeteria	\$60	\$7
III	MS	Nonschool Day	Gym 3	\$100	\$7
III	MS	Nonschool Day	Kitchen	\$50	\$7
III	MS	Nonschool Day	Library	\$80	\$7
ELEMENTARY SCHOOLS					Note A
I	ES	School Day	Multipurpose Room, Kitchen, Library or Cafeteria	\$0	\$0
I	ES	Nonschool Day	Multipurpose Room, Kitchen, Library or Cafeteria	\$0	\$0
					Note A
II	ES	School Day	Multipurpose Room	\$40	\$7
II	ES	School Day	Cafeteria	\$25	\$7
II	ES	School Day	Kitchen	\$25	\$7
II	ES	School Day	Library	\$30	\$7
II	ES	Nonschool Day	Multipurpose Room	\$40	\$7
II	ES	Nonschool Day	Cafeteria	\$25	\$7
II	ES	Nonschool Day	Kitchen	\$25	\$7
II	ES	Nonschool Day	Library	\$30	\$7
III	ES	School Day	Multipurpose Room	\$80	\$7
III	ES	School Day	Cafeteria	\$50	\$7
III	ES	School Day	Kitchen	\$50	\$7
III	ES	School Day	Library	\$60	\$7

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III	ES	Nonschool Day	Multipurpose Room	\$80	\$7
III	ES	Nonschool Day	Cafeteria	\$50	\$7
III	ES	Nonschool Day	Kitchen	\$50	\$7
III	ES	Nonschool Day	Library	\$60	\$7

For Class II and Class III rentals, an administration fee of \$7.00 will be added. NOTE A: Administration Fee for Each Transaction

High School Athletic Stadiums-Artificial Turf Football Field/Tracks

Location	HOURLY RATE CLASS II		HOURLY RATE CLASS III	
	Day Rate	Night Rate	Day Rate	Night Rate
Jefferson/Chapin High School	\$100	\$100	\$200	\$200
All Other Campuses	\$110	\$110	\$220	\$220

High School Locker Rooms

Location	HOURLY RATE CLASS II		HOURLY RATE CLASS III	
	Day Rate	Night Rate	Day Rate	Night Rate
All Campuses	\$25	\$25	\$50	\$50

High School Baseball/Softball Fields

Location	HOURLY RATE CLASS II		HOURLY RATE CLASS III	
	Day Rate	Night Rate	Day Rate	Night Rate
All Campuses	\$50	N/A	\$100	N/A

**Athletic Fields – Natural Turf
 Soccer, Football Field**

Location	HOURLY RATE CLASS II		HOURLY RATE CLASS III	
	Day Rate	Night Rate	Day Rate	Night Rate
High Schools	\$30	N/A	\$60	N/A
Middle Schools	\$40	N/A	\$80	N/A
Elementary Schools	\$25	N/A	\$50	N/A

School Athletic Areas Guillen M.S. Track & Districtwide Tennis Courts

Location	HOURLY RATE CLASS II		HOURLY RATE CLASS III	
	Day Rate	Night Rate	Day Rate	Night Rate
All Schools	\$15	N/A	\$30	N/A

Note: Hourly rate indicated is for each individual tennis court.

Tennis Center

Location	HOURLY RATE CLASS II		HOURLY RATE CLASS III	
	Day Rate	Night Rate	Day Rate	Night Rate
4770 Woodrow Bean	\$125	\$145	\$250	\$270

Note: Hourly rate indicated is for the use of all twenty-two (22) courts and restrooms at the Tennis Center.

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

Other Hourly Charges	Hourly Rate
Stadium Lighting	\$20.00
Custodial	\$30.00
Licensed Commissioned Peace Officer	\$35.00
Theater Manager (one adult)	\$50.00
Sound Technician (one student)	\$10.00
Lighting Technician (one student)	\$10.00
On-site Facility Manager	\$25.00
Parking Lot Area	
For strictly parking vehicles (25 parking spaces)	\$25.00
For Commercial use – Food Trucks (5 parking spaces)	\$50.00
Food and Nutrition Services Personnel	
Specialist	\$20.00
Cook	\$23.00
ES Cafeteria Manager	\$30.00
MS/HS Cafeteria Manager	\$33.00

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FACILITY USE REQUEST AND AUTHORIZATION FORM

GKD EXHIBIT D

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"/> Cafetorium | <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 <input type="checkbox"/>
Security	NO. _____ HRS. _____	Function _____ <input type="checkbox"/>
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

GKD EXHIBIT D

Description of Food Services Requested:

Menu Specifications:

CAFETERIA/KITCHEN FEES

APPROVALS

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

 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 our 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 on-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.