

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(EXHIBIT)

See the following pages for forms regarding nonschool use of District facilities:

- Exhibit A: Rental Agreement—2 pages
- Exhibit B: Lessee Liability Insurance Requirements—4 pages
- Exhibit C: User Classifications and Rental Fee Schedule—**7 PAGES**
- Exhibit D: Community School Facilities Use Agreement—4 pages
- Exhibit E: Facility Use Request and Authorization Form—**1 PAGE**

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 _____ day of _____ (*month*), _____ (*year*).

Name: _____

Position: _____

Organization: _____

Lessee: _____

Name: _____

Position: _____

El Paso Independent School District

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: _____
Position: _____
Organization: _____
Lessee's 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:																							
INSURED: Insured Name Address City, State 79901			<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>HIJK Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>			INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	HIJK Insurance Company		INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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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, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY BE REQUIRED, THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICY. COVERAGE HAS NOT BEEN REDUCED BY PAID CLAIMS.																										
INSR LTR	TYPE OF COVERAGE	ADDL INSD	SUB WVD	POLICY EXP (MM/DD/YYYY)	LIMITS																					
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input 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 <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> 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? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS BELOW	N/A			WCSTATUTORY LIMIT OTHER 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																							

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

ACORD 25 (2010/05)

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).

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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
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
II	HS	Nonschool Day	Gym 1	\$75
II	HS	Nonschool Day	Gym 2	\$40

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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
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

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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
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

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NONSCHOOL USE OF SCHOOL FACILITIES

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

School Athletic Areas–Guillen Mid- dle 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

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

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PROFESSIONAL DEVELOPMENT CENTER	HOURLY RATE CLASSIFICATION II		HOURLY RATE CLASSIFICATION III	
	DAY RATE	NIGHT RATE	DAY RATE	NIGHT RATE
LOCATION: 6500K BOEING DR.				
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: 6531 BOEING DR.				
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 IN DURATION.

Other Hourly Charges	Hourly Rate
Stadium lighting	\$20
Custodial	\$30
Licensed commissioned peace officer	\$35
Theater manager (one adult)	\$50
Sound technician (one student)	\$10
Lighting technician (one student)	\$10
PRO TECH	\$15
STUDENT TECH	\$10
On-site facility manager	\$27\$25

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Parking lot area	
FOR STRICTLY PARKING VEHICLES (5025-PARKING SPACES)	\$25
FOR COMMERCIAL USE-FOOD TRUCKS (AN AREA COM- PRISED OF (5) FIVE PARKING SPACES)	\$50

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

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 in to this Community Schools 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;

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 the use of 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 rights 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 _____ day of _____ (month), 20__.

Name: _____

Position: _____

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Part I

Name: _____

Position: _____

El Paso Independent School District

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."
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)

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:

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

Food, Supplies and/or Menu to be provided if any:

FACILITY REQUESTED

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

Auditorium Community Room Track & Field Other _____
 Cafeteria Gymnasium-Small Playground
 Kitchen Gymnasium-Large Stadium
 Library Restrooms Stadium Lights
 Fine Arts Theater Locker Rooms Concession Stand
 Conf./Lecture Rm. Basketball/Volleyball Field Type Other _____
 Multi-Purpose Baseball Field Tennis Court No. _____
Kitchen Use Fee Insurance Provided
Yes No Yes No
Fee \$ _____
Food Permit Non-District Security
Yes No Yes 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

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

**MUST BE COMPLETED BY CAMPUS
FACILITY USE REQUIREMENTS:**
Check One:
 Function 3102 Nonschool organizations (Facility Use)
 Function 3127 School/District Sponsored (Facility Use - No Fee)
Custodians NO _____ HRS. _____
Security Officers NO _____ HRS. _____
Food Svc. Staff NO _____ HRS. _____
Other _____ NO _____ HRS. _____

Reviewed by: Financial Services Date: _____

APPROVAL/AUTHORIZATION

Principal/Site Administrator Date: _____

Director Food & Nutrition (if applicable) Date: _____

Director of Athletics OR Director Maint., Bldgs, & Grounds (if applicable) Date: _____

Ex. Director, Operations Support Services Date: _____