



Karnes City ISD Facility Usage Application/ Agreement

Fill in the application and return to KCISD Central Administration Office

Name of Group/Organization _____ Non-Profit Profit
(Please Check one)

Type of Organization: Please Check

- | | |
|----------------------------|--|
| KCISD Support Organization | Local Non- Profit Community Organization |
| Local youth organization | District affiliated school-support |
| Civic | Organization with joint-use agreement |
| Go Governmental | Political |
| Religious | |

Group Name: _____

Title: _____

Adult in Charge: _____

Organization Address: _____ Phone Number: _____

Email: _____ Best times to reach: _____

Facility Requested: _____ Campus: _____

Day/s and Date/s requesting to use: _____

Arrival Time: _____ Exit Time: _____

Single Use: Short Term use: 4 or less days needed-- Recurring: Long Term:

Will admission be charged? Yes No

Purpose of the Activity: _____ Type of Activity: _____

Technology Requested: Sound System, Lighting, Projector, Screens, etc. _____

Additional Requests: _____

Note: It is the policy of the District and the School Board Members to encourage community use of school facilities when such use is in the public interest, does not conflict with school activities, and is not detrimental to the purpose of schools. Read the regulations for use of school facilities. Complete this form and return to the District Office at least 30 days prior to date requesting use.

KCISD events will supersede any agreements for rental or use. The District holds the right to cancel ANY event during inclement weather.

Regulations regarding expectations:

- A. The Group/organization shares appropriate behavior expectations known to all participants before and during the event.
- B. The organization is required to have enough supervision (recommend 15 to 1) and will address all inappropriate behaviors of adults and children.
- C. The district supervisor will approach a member of the organization if he/she feels expectations for the use is not appropriate, and the organization will comply with requests.
- D. The District has the right to ask any participant to leave the facility in accordance with district procedures when a warning has been given.
- E. The District supervisor may call 911 or the District SRO to intervene when appropriate (including suspicion of an illegal act).
- F. The group/organization agrees to reimburse the district for any expenses the district incurs in returning the facility to its condition prior to the event.
- G. No portions of the building or grounds shall be leased or let out to other groups.

Regulations regarding outdoor usage:

- A. No beverages, food, gum, tobacco products, seeds of any kind, glass, stakes, or sharp objects.
- B. On athletic property---only water is allowed on the fields or courts.
- C. Turf shoes are allowed but not spiked or metal cleats on fields.
- D. No heat sources.
- E. No chairs on field surfaces.
- F. No tape or any other striping adhesive may be used.
- G. No wheeled motorized or nonmotorized vehicles (scooters, bikes, skateboards, skates, etc.).
- H. Wheelchairs are allowed.
- I. No animals unless it is a certified service animal.
- J. Any paper left behind will be thrown away. Any valuables found will be placed in the campus lost and found.

Signage Regulations:

- A. No permanent signage may be erected on District grounds by a facility user.
- B. Temporary signage and other communications relative to the events must not imply a permanent, exclusive relationship with the District and must be approved prior to the event.
- C. Signage will not be allowed to be posted on District property until the day prior to usage of the facility, and all signs/flyers must be removed at the end of the event.

Liability/Insurance requirements:

By execution of the Facility Usage Application/Agreement, users of the school district facilities agree to indemnify and hold harmless the District, and any persons whose property may be within said building/facility, for loss or damage to such property caused by and person or persons attending said event: or for any damages or injury or other loss, including attorney's fees and expenses of litigation, arising out of the use of facilities.

- A. All users must provide a Certificate of Insurance, for not less than \$1 million aggregate single limit coverage, naming the District as an additional insured on a general liability insurance policy. Additional insurance limits may be required as determined by the school district personnel based on a review of the Facility Use Application and Agreement.
- B. A- Or better related insurance companies only.
- C. Insurance certificate must accompany the Facility Use application.
- D. Insurance policy must be in effect for the date(s) of the event.

This District must be listed as the Certificate Holder:

Name of District: Karnes City ISD

District Contact: _____

Email: _____

Phone Number: 830-780-6200

Address: 518 North Hwy 123 Karnes City, Texas 78118

Signature Indicates:

- A. The signee is a representative in the group or organization named above.
- B. The signee is authorized to execute this agreement to use the facility.
- C. The signee binds the group or organization to abide by all regulations, policies, and rules of the District (outlined in the agreement) and will work directly with the campus supervisor to assure compliance of all activities associated with the use of the inside or outside of the facilities.
- D. The signee understands that the District will determine the fees associated with the use and all fees must be paid five (5) workdays prior to the scheduled event by check or money order.
- E. The signee agrees to indemnify and hold harmless the District and any person or persons attending said event for any damage or injury or other loss, including attorney's fees and expenses of litigation, arising out of the use of facilities.
- F. The signee agrees that the group or organization will not discriminate against any participant based upon participants' race, religion affiliation, gender, or disability unless the use of the facility is intended for gender-specific participants (such as camps for girls or boys).
- G. The signee recognizes that no common enterprise may be inferred by execution of this agreement.
- H. The signee agrees that the group or organization will not violate any local, state, or federal law, rule, or regulation in their use of the indoor or outdoor facility agreement.

I agree to the afore rules and expectations as presented on the previous pages,

Organization/Group Representative Signature

Title

District Use Only: Date Submitted: _____

Campus Principal Approval Yes No

Campus Principal Signature _____

Athletic Director Approval Yes No

Athletic Director Signature _____

Maintenance Director Approval Yes No

Maintenance Director Signature _____

Superintendent Approval Yes No

Superintendent Signature _____

Approval Date: _____

Karnes City Independent School District Facility Fees

User "A"	Affiliated Karnes City ISD support organizations-PTOs, Booster Clubs, Education Foundation, Student Activity Programs, Badger Comeback, etc..
User "B"	Local Non-Profit Youth Organizations-- Scouts, Little League, etc. (must provide 501C 3 certificate)
User "C"	Local Organizations--Community Camps, City Organizations, County Organizations, Churches, Homeschoolers, etc.
User "D"	Profit Organizations--Not affiliated with Karnes City ISD

*******Does not include Athletic Playoff Game contracts*******

KCISD Facilities	User "A"	User "B"	User "C"	User "D"
			1st hr/every hour after	
Performing Arts Center	No Charge	\$15/ Hr	\$65 / \$30	\$100/hr
HS Cafeteria	No Charge	\$10/ Hr	\$55 / \$25	\$100/hr
Badger Den	No Charge	\$10/ Hr	\$55 / \$25	\$100/hr
HS Library	No Charge	\$10/ Hr	\$55 / \$25	\$100/hr
New Gym	No Charge	\$15/ Hr	\$65 / \$30	\$100/hr
Old Gym	No Charge	\$15/ Hr	\$65 / \$30	\$100/hr
JH Library	No Charge	\$10/ Hr	\$55 / \$25	\$100/hr
Elementary Gym	No Charge	\$15/ Hr	\$65 / \$30	\$100/hr
Elementary Cafeteria	No Charge	\$10/ Hr	\$55 / \$25	\$100/hr
Primary Gym	No Charge	\$15/ Hr	\$65 / \$30	\$100/hr
Primary Cafeteria	No Charge	\$10/ Hr	\$55 / \$25	\$100/hr
Football Field	No Charge	\$20/Hr	\$100 / \$50	\$100/hr
Baseball Field	No Charge	\$20/Hr	\$100 / \$50	\$100/hr
Softball Field	No Charge	\$20/Hr	\$100 / \$50	\$100/hr
Boardroom	No Charge	\$10/ Hr	\$55 / \$25	\$100/hr
Classrooms	No Charge	\$10/ Hr	\$55 / \$25	\$100/hr
EXTRA---	Additional Costs			
Stadium/Field Lights	No Charge	\$20 / Hr	\$50 / Hr	\$50 / Hr
Technology Person	No Charge	\$25 / Hr	\$25 / Hr	\$25 / Hr
Custodial Person	No Charge	\$25 / Hr	\$25 / Hr	\$25 / Hr
PAC Dressing Rooms	No Charge	\$20 / Hr	\$20 / Hr	\$20 / Hr

***** Sound systems/Projectors require Technolgy Personnel*****
 ****No Concession or Kitchen Facilities will be available for rental*****

YOUTH/NON KCISD SPONSORED LEAGUE PLAY

- **VOLLEYBALL & BASKETBALL- Gym Use**
 - **\$500 per season per league/per facility**
 - Leagues may practice and play games at the Old Gym, New Gym, KCE Gym, or KCP Gym
 - Scoreboard will be available upon request.
 - Must provide your own balls/equipment.
 - Restrooms will be available.
 - League will be responsible for all gym and restroom clean up after each practice or game. Including, but not limited to: placing all trash in the receptacle provided in the area.
 - No Street shoes allowed
 - No Concession Stand

- **FOOTBALL and BASEBALL & SOFTBALL Fields**
 - **\$500 per season per league/per facility**
 - Must provide your own balls/equipment.
 - Restrooms will be available.
 - League will be responsible for all gym and restroom clean up after each practice or game. Including, but not limited to: placing all trash in the receptacle provided in the area.
 - Press box/scoreboard will not be available unless authorized by KCISD Administrator.
 - Concession Stand will NOT be available. Must provide your own coolers/warmers and none of the equipment in the concession stand can be used.
 - No KCISD material or equipment will be used for Non KCISD Leagues including, but not limited to paint and chalk.
 - No practice will be allowed on the baseball or softball fields.
 - No tournaments will be allowed.
 - No Metal Cleats shoes allowed

Should fields or gyms not be left in a clean condition, the district holds the right to not allow future use of facilities for the remainder of the season.

- **Facilities will be booked on a first come first serve basis for all non KCISD events.**
- **KCISD events will supersede any agreements for rental or use.**
- **Facility Usage Application/Agreement and other required documentation specified in the agreement, along with full payment must be received prior to use.**