

NEWTON INDEPENDENT SCHOOL DISTRICT  
COMMUNITY USE OF SCHOOL FACILITIES APPLICATION FOR  
USE OF SCHOOL BUILDING AND FACILITIES

Only portions preceded by an \* asterisk to be filled out by Requestor at least 15 days in advance of use:

\* Requesting Individual / Group: \_\_\_\_\_

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

\* Contact Person (s): \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Phone #: \_\_\_\_\_

\* Facility(ies) Requested: (Exclude High School Gym as per NISD Board Mandate)

\_\_\_\_\_  
\* Date required (include day): \_\_\_\_\_

\* Time: \_\_\_\_\_

\* Purpose of Rental: \_\_\_\_\_

\* Utilities Required: Heat: Yes \_\_\_ No: \_\_\_ A/C: Yes \_\_\_\_\_ No: \_\_\_

\*\* Lights/Sound: No special lighting, sound equipment, score boards, kitchens, press box, etc will be included in rental.

\* Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*\*\*\*FOR CAMPUS USE ONLY\*\*\*\*\*

**Principal MUST** ascertain the following position and get required signature on the next page.

**Custodian:** \_\_\_\_\_

The above should be designated as having Door Key Control Responsibility:

(Custodian must fill out a time sheet in order to receive payment for services rendered.)

Special Provisions Necessary: \_\_\_\_\_

Security Required: YES \_\_\_ NO \_\_\_ (To be determined by Principal)

\_\_\_\_\_  
Approved: \_\_\_ Disapproved: \_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Principals Signature

\*\*\*\*\*FOR DISTRICT USE ONLY\*\*\*\*\*

Board Approval Required: Yes \_\_\_ No \_\_\_ Certificate of Insurance Required: Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Signature of  
Business Office Representative

Comments: \_\_\_\_\_

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**CHARGES FOR USE OF SCHOOL FACILITY:**

(According to schedule of charges approved by Board of Trustees)

Facility Requested: \_\_\_\_\_ Total Number of Hours \_\_\_\_\_

1) Rental Fee (for first **\* four** consecutive hours) ..... \$ \_\_\_\_\_  
Additional hours \_\_\_\_\_ **X \$25.00** Rate per Hour = ..... \$ \_\_\_\_\_

2) Custodian Assigned: \_\_\_\_\_  
Required Custodian Signature \_\_\_\_\_

Hourly Rate: \$ **10.00 X** \_\_\_\_\_ Hours = ..... \$ \_\_\_\_\_

**Total Charges** = ..... \$ \_\_\_\_\_

**\* See page 6 for scheduled rates.**

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**PAYMENT OF CHARGES:**

Total charges for the use on any campus facility will be made to the Business Office. Charges will be paid to the Business Office, located in the Newton ISD Administration office located at 720 Rusk Street, Newton, TX 75966.

##### **Business Office Use Only** #####

Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Code: \_\_\_\_\_

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**Event Worked:** \_\_\_\_\_

Name: \_\_\_\_\_

PR #: \_\_\_\_\_

Date:	Reason:	IN	OUT	Hours:

Total Hours \_\_\_\_\_

Pay Rate **10.00**

Total Amt. \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: / / \_\_\_\_\_

**Employee Time Sheet: Must be filled out and turned in to the Business Office in order to receive pay.**

Superintendent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Newton ISD  
Rental Agreement

The Newton Independent School District (hereinafter the District), agrees to allow

\_\_\_\_\_ (Individual, group, or Organization) ( the Lessee), to use the  
\_\_\_\_\_ (name of facility) at \_\_\_\_\_ (location or campus)  
on (dates & hours), \_\_\_\_\_ Subject to these conditions:

1. That the Lessee pays \$ \_\_\_\_\_ (rental fee) and \$ 20% \_\_\_\_\_ (deposit). The deposit is refundable if premises are left in a condition satisfactory to the Superintendent or designee. Payment of charge and deposit must be made at the **Administration (office)**, when agreement is signed or at least 10 days in advance of the use of the facility.
2. That the Lessee will also pay a charge of \$ 10.00/hr. x      hrs. (      ) for school personnel needed in connection with the use of 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. The District may cancel a scheduled non-school use if an unexpected conflict arises with 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 Lessee.

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- 9. The Lessee also assumes full responsibility for the conduct of any and all persons using the facility during the rental.
- 10. The Lessee also agrees to assume all liability, hold harmless, and indemnify the District, its Trustees, employees, and agents from any and all liability arising out of the Lessee's use of District facilities.
- 11. That the lessee will furnish evidence of liability insurance coverage for the event and shall name the District as an additional insured on the policy as specified by the district.
- 12. The lessee may not staple, glue, nail, use tacks or pins, etc on any school wall, curtain or surface.
- 13. Individuals, organizations, groups, etc may not rent facilities more than two times during the course of a rental year (September 1st-second week of June).
- 14. Facilities will be unavailable for rental after the second full week of June through August 31<sup>st</sup>.

Executed on this \_\_\_\_\_ day of \_\_\_\_\_ (month), \_20\_\_\_\_\_ (year).

\* Name: \_\_\_\_\_

\* Position: \_\_\_\_\_

\* Organization: \_\_\_\_\_

\* Lessee: \_\_\_\_\_  
Signature of Lessee

Name: \_\_\_\_\_ Michelle Barrow

Position: \_\_\_\_\_ Superintendent

School District: \_\_\_\_\_ Newton Independent School District

\_\_\_\_\_  
Signature of School Representative

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**SCHEDULE OF FEES**

The following fees shall be charged for the use of the school facilities by District residents. The rental charge shall be paid to the business office prior to the use of school facilities. The fees listed are for the use of the facilities for up to four consecutive hours. The District shall charge an additional **\$25.00** per hour after the first four hours of use.

Facility Rental Fees:

Facility	Rental Fee	<b>**20%</b> deposit	Employee Type	Hourly	Other Employee	Hourly
Cafeteria	<b>\$50.00</b>	<b>10.00</b>	Cafeteria Employee	<b>\$10.00</b>	Custodian	<b>\$10.00</b>
Auditorium	<b>100.00</b>	<b>20.00</b>	Assigned	<b>10.00</b>	Custodian	<b>10.00</b>
Gymnasiums	<b>100.00</b>	<b>20.00</b>	Assigned	<b>10.00</b>	Custodian	<b>10.00</b>
Classroom (each)	<b>25.00</b>	<b>05.00</b>	Assigned	<b>10.00</b>	Custodian	<b>10.00</b>
Eagles Landing	<b>100.00</b>	<b>20.00</b>	Assigned	<b>10.00</b>	Custodian	

**\*\* The deposit will increase according to the number of hours that facility is rented.**

**\*\*If, after the event and NISD inspection, facility is left clean and nothing is broken or destroyed, the deposit will be refunded.**

**\*\*\*Eagles Landing will only be rented when catering services are used through the NHS Culinary Arts Department. A minimum catering order of \$200 is required. Additional Arrangements will need to be made with the culinary arts teacher involving menu options, number of servers needed, how many will be attending, etc.**

SPECIAL RATES:

Security provided by an outside agency will be according to the hourly rate established by such agency.