

Highland Park ISD Facilities Rental Agreement

The District shall permit non-school use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or policy. Approval shall not be granted for any purpose that would damage school property or to any group that has previously damaged District property. Both non-profit and for-profit groups shall be permitted to use facilities. *Policy GKD(Local)*

The District, agrees to let _____ (the Lessee), use the _____ (facility) on _____ (dates), between the hours of _____ and _____ subject to the following conditions:

1. The Lessee pays \$_____ (rental fee) according to the fee schedule and a \$_____ (deposit). The deposit is refundable if facility is left in a condition satisfactory to the Superintendent or designee. Payment of charge and deposit must be made to the Highland Park ISD Business Office when the agreement is signed and at least 5 business days in advance of the use of the facility.
2. Facility rentals shall require the presence of District staff. Therefore, the Lessee will also pay a charge of \$20/hour for school personnel needed in connection with its use of the facility.
3. The Lessee will use the facility only for the purposes consistent with law. Smoking, the use of tobacco products or e-cigarettes shall not be permitted at any time inside school buildings or on school grounds. Possession or consumption of alcoholic beverages in school buildings or on school grounds is prohibited. Possession or use of firearms or illegal drugs is also strictly prohibited.
4. Upon completion of this use, the Lessee will be responsible for restoring the facility to the condition observable prior to its use.
5. The District may cancel a scheduled non-school use if an unexpected conflict arises with a District activity.
6. 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. 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, and for all costs to the District due to loss of use of all or part of the facility or any other District property.
8. The Lessee also assumes full responsibility for the conduct of any and all persons using the facility during the rental.

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9. The Lessee agrees to assume all liability and hold harmless and indemnify the District, its Trustees, employees, and agents from any and all liability arising out of or connected to the Lessee's use of District facilities.

Executed on this _____ day of _____ (month), _____ (year).

Lessee Name: _____

Organization: _____

Position: _____

Contact Information: _____

Signature: _____

HPISD Designee: _____

Signature: _____