

**CAMERON ISD APPLICATION FORM FOR FACILITY USE**

Facility to be used: \_\_\_\_\_ Campus: \_\_\_\_\_

Date submitted: \_\_\_\_\_ Date to be used: \_\_\_\_\_

Time of event: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Name of Group/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Contact Person's phone numbers: \_\_\_\_\_ / \_\_\_\_\_

Name of Event: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Attendance Expected at Event: \_\_\_\_\_ Set-up required by the school: YES / NO

Admission Fees: YES / NO Disposition of Proceeds: \_\_\_\_\_

Estimated Fees:

Facility Use Fee	_____
Administrator Fee	_____
Set-up Fee	_____
Custodial Clean up fee	_____
Security Deposit (non-refundable)	_____
Other Fees (explain)	_____

TOTAL AMOUNT DUE                      \$\_\_\_\_\_

- No food or drinks are allowed in the Performing Arts Center
- If concession stand is used the Event coordinator is responsible to provide enforcement of all Cameron ISD policies
- If food, drink or trash is found in the facility after the event an additional clean-up fee of \$50.00 will be assessed

In signing this application, I hereby affirm that I have read and agree to the terms and conditions as presented on page 2 (see attached).

THE UNDERSIGNED, REPRESENTING BOTH THE ORGANIZATION AND ALL INDIVIDUALS INVOLVED IN USE OF THE CISD PERFORMING ARTS CENTER AND OTHER FACILITIES ON THE DATE OR DATES OUTLINED ABOVE, HEREBY WAIVES ALL CLAIMS OF LIABILITY FOR ALL REPRESENTATIVES OR INSURANCE CARRIERS.

\_\_\_\_\_  
Signature of Event User Representative

\_\_\_\_\_  
Signature of Cameron ISD Administrator

**CAMERON ISD FACILITY USE TERMS AND CONDITIONS**  
**Board Policy GKD(LOCAL)**

1. It is understood and agreed that this agreement becomes valid only after it is signed by the applicant, hereafter called Lessee, and an authorized school administrator. Any changes to the agreement must be agreed to in writing.
2. The Board permits the use of school facilities to organizations or groups within the District for purposes of education, recreation, and entertainment when such use does not conflict with the regular instructional program.
3. The lessee shall be severally and jointly liable with any organization that might be represented by the lessee for the payment to Cameron ISD of the fees for use of school facilities as well as fees for setup, clear-up, damages, or rearrangement of furniture and equipment by District personnel.
4. The Lessee shall be responsible to Cameron ISD for all damages to the building or equipment, and shall indemnify and hold harmless Cameron ISD or its agents from any claim whatsoever resulting from or arising out of the use of the building or any part of Cameron ISD facilities.
5. Cameron ISD shall provide caretaker service unless other arrangements are made or agreed to by the parties. The building and/or equipment shall be under the supervision of the caretaker.
6. Cameron ISD property will not be used for the teaching, promoting, disseminating or furtherance of any theory of doctrine of a subversive nature, intended or threatening to undermine or overthrow the constituted form of government of the United States or of the State of Texas.
7. All national, state and local laws and rules of police and fire departments must be complied with by the persons or organizations using Cameron ISD facilities.
8. All decorations used within the buildings must be fireproof as possible and are subject to the approval of Cameron ISD. No open flame decorations shall be permitted, and no decorations shall be fastened to the floor, walls, or ceilings with nails, screws, wax, tape, or other fasteners, that is deemed solely by Cameron ISD to damage its facilities.
9. "No smoking" and "no tobacco" use regulations will be observed in all school facilities.
10. Food or drinks will not be permitted in the Theater Arts Building or Gymnasiums. The organization leasing the facility will be responsible for enforcing this regulation. Failure to enforce the rule will result in additional cleaning fees assessed to Lessee.
11. The organization renting school facilities will be responsible for furnishing ushers, ticket takers, parking attendants, or law enforcement/security personnel.
12. Cameron ISD requires an administrator to be at all rental events. Cameron ISD reserves the right to require any additional personnel deemed necessary for the safe and proper use of their facilities.
13. It is understood that the cost specified under this agreement is a good faith estimate only and that if the facility is used for time or manner exceeding that indicated herein, and extra fee for the actual cost of additional use or clean-up will be assessed and billed to the Lessee.
14. If any of the terms and conditions of this agreement are not adhered to explicitly, this agreement may be revoked by the District without recourse.
15. This agreement will become null and void if Cameron ISD finds that it will have an unforeseeable need for the rented facility after the agreement has been signed.
16. Any exception to the above rules must be approved, in writing, by the Superintendent.

## **CAMERON ISD FACILITY USE PROCEDURE FOR NON-PROFIT ORGANIZATIONS**

- 1) The Board permits the use of school facilities to non-profit organizations or groups for purposes of education, recreation, and entertainment when such use does not conflict with the regular instructional program of Cameron ISD. Such organizations will need to provide evidence of their non-profit status.
- 2) All Cameron ISD facility use terms and conditions will apply (see attached).
- 3) Non-profit organizations who wish to use the P.A.C. should contact the Superintendent's office at least three to four weeks before they plan to use the facility. Lessee will need to provide the following information:
  - Name and Type of Event
  - Planned date and time of the event
  - Expected turnout
  - Sound, lighting, electrical requirements
  - Name and contact information of lessee's representative who will coordinate the event
- 4) For events of single date durations, the normal fee schedule for use of facilities will apply. When an organization wants to use Cameron ISD facilities for an event longer than three days, or for repetitive events or activities, they may receive a facility use fee discount.
- 5) Facility use is on a "first-come, first serve basis". Lessee will not be guaranteed use of the space until a lease agreement is signed and refundable security deposit (or total use fee) has been paid.
- 6) Use of Cameron ISD facilities is for use of the building and permanent fixtures only. (An exception may be use of risers and cordless microphones at the P.A.C. which may be rented under a separate agreement).

## **RULES AND PROCEDURES**

- NO FOOD OR DRINK ALLOWED IN AUDITORIUM
- KEEP EXTERIOR DOORS TO PAC CLOSED AT ALL TIMES
- KEEP DOCK EXTERIOR OVERHEAD DOOR CLOSED UNLESS UNLOADING OR LOADING EQUIPMENT
- WHEN LEAVING BUILDING, PLEASE SECURE EXTERIOR OVERHEAD DOOR WITH CHAIN AND QUICKLINK
- INSIDE OVERHEAD DOOR TO THE AUDITORIUM MUST BE CLOSED BEFORE LEAVING THE BUILDING
- TURN OFF ALL LIGHTS AND SOUND EQUIPMENT WHEN LEAVING THE BUILDING
- MAKE SURE ALL EXTERIOR DOORS, ALL DOORS TO THE AUDITORIUM, AND ALL RESTROOMS ARE LOCKED WHEN LEAVING
- IN CASE OF A BUILDING EMERGENCY CALL:
  - Armando Rios           254-482-1888 (cell)
  - Kyle Deal               254-627-9349 (cell)
- IN CASE OF SOUND OR LIGHTING EQUIPMENT EMERGENCY CALL:
  - Kyle Deal               254-627-9349 (cell)
- IN CASE OF AN EMERGENCY CALL:
  - Kyle Deal               254-627-9349 (cell)

Performing Arts Center	\$50.00 per hour (4 hour minimum) \$250.00 non-refundable deposit is required
P.A.C. Sound/Lighting Technician	\$20.00 per hour (REQUIRED) if event needs it
P.A.C. Custodial Set-up/Clean-up Fees	\$20.00 per hour (2 hour minimum-REQUIRED FOR ALL EVENTS)
Ben Milam & Cameron Elementary Gym	\$100.00
Yoe High School Commons, Ben Milam & Cameron Middle School Cafeteria	\$100.00 If kitchens are used it is a THD requirement that a Cameron ISD food service staff person be employed (\$20.00 per hour/per person)
Cameron Junior High Gymnasium	\$300.00
Yoe High School Old Gymnasium	\$300.00
Yoe High School New Gymnasium	\$600.00
Yoe High School Football Field	\$1000.00 (Add \$50.00 if field lights are needed)
Clock Keeper (optional)	\$15.00 per hour (2 hour minimum)
Oxsheer Smith Track	\$300.00 (Add \$50.00 if track lights are needed)
Gate Keeper (optional)	\$15.00 per hour (per person)
Parking Lot Attendant (optional)	\$15.00 per hour (per person)
Tennis Courts	\$300.00 (Add \$50.00 if lights are used)
Baseball Complex	\$1000.00 (Add \$50.00 if lights are used)
Softball Field	\$500.00 (Add \$50.00 if lights are used)
Administrator (required at all events)	\$100.00

**NOTE:** Rental Fees may be waived for school sponsored groups and/or organizations designed and administered for the benefit of Cameron ISD students and any groups approved by the Administration. However, a Fee for clean-up will be charged to any organization that does not provide, or fails to provide, adequate clean-up of our facilities after use. Custodial fees will be \$20.00 per hour/per custodian. The minimum fee for custodial clean-up services will be \$50.00 per event.