Ore City Independent School District

Facility Use Application for: NON-SCHOOL GROUPS

Name of Organization: _____
Contact Person: _____
Address: _____
Contact Phone Number: _____
Facility Requested: _____Date Requested: _____
Reason for Use:_____
Time In: _____Time Out: _____

Request is subject to the following conditions:

1. **Requestor will pay $100.00 rental fee if facility is for personal use. Advance payment of the rental fee must be made to Ore City ISD before the facility will be used.**
2. Requestor using the facility shall not allow the possession or use of alcohol, firearms, or illegal drugs, or the use of tobacco products, on District property and agrees that its use of the facility will be consistent with state law and local policy.
3. Ore City ISD retains the right to revoke its permission to use the facility at any time it determines that the scheduled use will conflict with instructional or extracurricular activities, will damage or threatens to damage school property, or will violate school policy or administrative regulations.
4. The Requestor 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 Requestor.
5. The Requestor is responsible for restoring the facility to its original state after use. No district owned equipment may be used or removed from the facility or other alterations made to the facility without the specific written authorization of the Superintendent or designee at least two days before scheduled used.
6. That the District may revoke its permission to use the facility at any time it is determined that requestor's use creates instructional conflicts, damages or threatens to damage school property, or violates Board policy and/or administrative regulations.
7. Requestor is responsible for checking out the appropriate key(s) at least one day in advance and is responsible for returning the appropriate key the following school day. **There is a $20.00 key deposit that will be refunded when the key is checked back in.**
8. Requestor is responsible for contacting the central office at least one week in advance for request of special needs.
9. Requestor assumes full responsibility for the conduct of any and all persons using or present in the facility during the time of usage.
10. The Requestor agrees, to the fullest extent permitted by law, to assume all liability and to indemnify Ore City ISD, its agents, and anyone directly or indirectly employed by Ore City ISD against all damage, liability, or cost, including reasonable attorney fees and costs arising out of or in any way connected with the Requestor's use of Ore City ISD Facilities under this agreement.

FOR ADMINISTRATIVE USE

This request is: ____Approved ____Denied

Building Principal Signature:_____
Athletic Director Signature: _____
Superintendent Signature: _____