

Midlothian ISD  
School Facility Use  
Application & Rental Agreement Form

Date: \_\_\_\_\_ Requesting Party: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Campus Site: \_\_\_\_\_ Facility Requested: \_\_\_\_\_

Description of Activity: \_\_\_\_\_  
\_\_\_\_\_

Date(s) of Request: \_\_\_\_\_ Start and Finish Times: \_\_\_\_\_ to \_\_\_\_\_

Approved  Denied \_\_\_\_\_ Date: \_\_\_\_\_

Campus Administer

Reason for denial: \_\_\_\_\_

Approved  Denied \_\_\_\_\_ Date: \_\_\_\_\_

Facility Director

Reason for denial: \_\_\_\_\_

- 1. Renter agrees to pay all charges for the rental of facility based upon the fees set forth by MISD. These charges will be figured upon the signature of the Renter.**
- 2. Maintenance/custodial staff person must be paid to lock, unlock and oversee usage of the facility rented.**
- 3. Payment Procedure: Payment is to be made in full, plus deposit if applicable, ten (10) days prior to rental. All checks should be made payable to MISD.**
- 4. Renter shall be responsible for restoring the facility to the same clean condition the facility was in at the time the Renter took possession.**
- 5. The district may revoke its permission to use the facility at any time it is determined that a group's use creates instructional conflicts, damages school property, or violates Board policy and/or administrative regulations.**
- 6. The Renter accepts full responsibility for protecting school property and equipment and assumes any and all liability for repairs/replacement or for any damage done to the buildings, equipment or other school property used by the Renter. The Renter also assumes full responsibility for the conduct of any and all persons using the facility during the rental.**
- 7. The Renter agrees to assume all liability and hold harmless and indemnify the District, its Trustees, employees, and agents from all liability arising out of the Renter's use of the facility.**
- 8. The Renter shall furnish evidence of liability insurance coverage for the event and shall name the District as an additional insured on the policy.**
- 9. The Renter shall use the facility only for the purposes approved in the application.**
- 10. The Renter shall be provided with an emergency contact number at the time of rental.**

Organization/Renter \_\_\_\_\_

Name & Position \_\_\_\_\_