

Midlothian ISD  
Continuous 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 Administrator

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

**Approved**  **Denied** \_\_\_\_\_ Date: \_\_\_\_\_  
Facility Director

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

1. Renter agrees to pay all charges for the rental of the facility based upon the fees set forth by MISD. These charges will be figured upon the signature of the Renter.
2. Rental of facility will be for no more than one (1) year. After six (6) months, a renewal application will be required.
3. Maintenance/custodial staff person must be paid to lock, unlock and oversee usage of the facility.
4. Payment is due in full ten (10) days prior to the first day of each month. All checks shall be payable to MISD.
5. The Renter shall be responsible for restoring facility to the same clean condition the facility was in at the time the Renter took possession.
6. 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.
7. 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.
8. 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.
9. The Renter shall furnish evidence of liability insurance coverage and shall name the District as an additional insured on the policy.
10. The Renter shall use the facility only for the purposes approved in the application.
11. The Renter shall be provided with an emergency contact number at the time of rental.

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

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