

**SMITHVILLE INDEPENDENT SCHOOL DISTRICT  
APPLICATION FOR USE OF SCHOOL BUILDINGS**

Date \_\_\_\_\_, 20\_\_

Name of Organization: \_\_\_\_\_

Name of School / Facility to be used: \_\_\_\_\_

Portion of Building: \_\_\_\_\_ Kitchen: Yes \_\_\_\_\_ No \_\_\_\_\_

Employee in Charge: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Purpose for which premises will be used: \_\_\_\_\_

\_\_\_\_\_

Set up required: \_\_\_\_\_

\_\_\_\_\_

Will admission fee be charged by applicant: Yes \_\_\_\_\_ No \_\_\_\_\_

Disposition of proceeds: \_\_\_\_\_

Fee for use of building: \$ \_\_\_\_\_ Insurance Required: Yes \_\_\_\_\_ No \_\_\_\_\_

We agree that all debts incurred by this agreement shall be paid to Smithville Independent School District prior to use of facility. If any of the rules and regulations of the Board governing the approval of this application are broken, this application is automatically cancelled.

We have read the rules and regulations of the Board (see GKD [Local]), which we agree to observe if permission is granted, and further agree to exercise the utmost care in the use of the premises and property and to make good any damage or loss of property arising from our occupancy of any portion of the building. We agree to cooperate with district staff in regard to scheduled use allocations, restrictions, and working relationships. We understand our use of the facilities may be revoked if the working relationship becomes an issue.

We also understand the District accepts no liability for damages, personal injury, or negligence on the part of the applicant or organization, while the school facilities are in use. We will provide a \$250,000 single bodily injury and property damage insurance coverage policy if so required by the Board of Trustees.

**All props, decorations, and equipment will be removed from the stage and cafetorium upon the completion of the scheduled event.**

Applicant Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
Superintendent/Designated Representative Date

**SMITHVILLE ISD  
SCHEDULE OF FEES**

GENERAL (Base Fees)

- A. Red Brick Building Auditorium: A minimum charge of \$100 will be charged.
- B. Junior High school and High School gymnasium: A minimum charge of \$100 will be charged.
- C. Other large group areas in schools or District cafeterias: A minimum charge of \$100 will be charged.
- D. Other small group areas in schools: A fee of \$50 per classroom will be charged for small group meetings.

ADDITIONAL FEE FOR USE OF BUILDING

- A. Custodian and/or cafeteria personnel to supervise opening and building use normal hourly rate
- B. Use of air conditioning \$ 12/hr.
- C. Use of heating \$ 12/hr.

GYMNASIUMS (Fees will be paid only on applicable items)

- A. Use of gymnasium (base fee) \$ 100
- B. Clean up facilities after game \$ 75 - \$100
- C. Ticket seller (1) \$ 25
- D. Ticket taker (1) \$ 25
- E. Scoreboard operator \$ 25
- F. Gymnasium supervisor \$ 25
- G. Official scorebook keeper \$ 25
- H. Policemen (2 @ \$80) \$ 160
- I. Concessions – Smithville school organizations \$ 0

Total Cost \$500 - \$525

The above represents amounts required provided Smithville ISD furnishes the personnel and services above. Schools and organizations may provide some needed personnel thereby lowering the cost of using the gymnasium.

FOOTBALL FIELD USAGE (Fee will be paid only on applicable items)

- A. Supervisor of operations on duty at the field house and stadium \$ 225
- B. Electricity for lights and operations \$ 200
- C. Cleaning area, building and grounds \$ 150
- D. Marking and preparation of area for play \$ 100
- E. Announcer and scoreboard operator (\$25 each) \$ 50
- F. Ticket sellers (8 @ \$25 each) \$ 200
- G. Ticket takers (8 @ \$25 each) \$ 200
- H. Press box supervisor \$ 25
- I. Tickets – provided by visiting schools \$ 0
- J. Refreshments for press box provided by visiting schools \$ 0
- K. Concessions – Smithville school organizations \$ 200
- L. Spotter \$ 25
- M. Smithville ISD will receive reimbursement for lights which burn out should it be a cold, rainy night (varies)

|    |   |               |
|----|---|---------------|
| N. | Record keeping and submission of game report to visiting schools (if services are provided by Smithville ISD) | \$ 25         |
| O. | Ambulance services  | (varies)      |
| P. | Police officers (4 @ \$80 each)   | <u>\$ 320</u> |
|    | Total Cost  | \$1,745       |

The above represents amounts required provided Smithville ISD furnishes personnel and services above. Schools and organizations may provide some needed personnel thereby lowering this cost of using field.

#### TIGER BASEBALL/SOFTBALL FACILITIES

|    |   |              |
|----|---|--------------|
| A. | Supervisor of operations and on duty supervisor<br>(2 coaches @ \$25 each)                                    | \$ 50        |
| B. | Electricity   | \$ 75        |
| C. | Cleaning area, building and grounds   | \$ 150       |
| D. | Marking and preparation of field(s)   | \$ 30        |
| E. | Announcer/scoreboard operator (\$25 each)   | \$ 50        |
| F. | Ticket seller/ticket taker (\$25 each)  | \$ 50        |
| G. | Concessions – Smithville booster clubs  | \$ 0         |
| H. | Record keeping and submission of game report to visiting schools (if services are provided by Smithville ISD) | \$ 25        |
| I. | Police officer (1 @ \$80)   | <u>\$ 80</u> |
|    | **Total Cost  | \$ 500       |

#### CAFETERIA USAGE

1. If the manager and staff prepare and/or serve food or refreshments, a sufficient charge shall be made to cover the cost.
2. If only the dining room is used, the manager shall not be required to be present, and the kitchen shall be closed in a manner that will prevent entry in the absence of cafeteria personnel.
3. If the kitchen is used, the manager or an assigned worker shall be required to be present and paid their normal hourly rate.
4. Minimum charge - \$100 for cleaning
5. Air conditioning - \$12 per hour
6. Heat - \$12 per hour

#### TENNIS COURTS

1. If the courts are used for providing paid lessons, an application for facility use must be completed and returned to the Athletic Director. A fee will be charged for the use of the courts for paid tennis lessons. The fee, as established by the Board of Trustees, is \$10 per hour. This fee becomes effective on June 1, 2008.
2. Public use of the courts when the courts are not being used by the students and staff is free of charge if no for profit activities are present during its use.

#### OLD BASEBALL FIELD

1. The use of the old baseball field is scheduled through the athletic director. Little League teams may schedule practice time on the field and no fee will be assessed for its usage unless lights are utilized. If lights are utilized, a fee of \$12 per hour will be assessed.

## Administrative Guidelines for Movie/Film making In Facilities and on Grounds of

# Smithville ISD

- Script of movie must be approved by the Superintendent.
- Only movies with a rating, or a planned rating, of “G”, “PG”, or “PG-13” will be permitted to be filmed in, or on, Smithville ISD facilities.
- Film making activities will not disrupt normal school operations

## Schedule of Fees:

|   | <u>Daily rate</u><br>(8 hrs. or more) | <u>Min. charge</u><br>(4 hrs.) | <u>Hourly Rate</u> |
|---|---------------------------------------|--------------------------------|--------------------|
| Red Brick Building Auditorium                                 | \$400                                 | \$200                          | \$50               |
| Gymnasiums  | \$400                                 | \$200                          | \$50               |
| Other large areas: cafeterias, band halls,<br>Ag. Barns, etc. | \$400                                 | \$200                          | \$50               |
| Football, baseball, softball fields                           | \$400                                 | \$200                          | \$50               |
| Classrooms (per classroom)                                    | \$ 80                                 | \$ 40                          | \$10               |
| Practice fields, playgrounds, parking lots                    | \$120                                 | \$ 60                          | \$15               |

Additional Fee for use of buildings and facilities:

Custodian and/or cafeteria personnel normal hourly rate

|                                |       |       |      |
|--------------------------------|-------|-------|------|
| Use of lights at outdoor areas | \$120 | \$ 60 | \$15 |
|--------------------------------|-------|-------|------|

Preparatory time must be considered and included in time computation.

Discounts: Nonprofit organizations (with a valid federal 501(c)(3) tax exemption) receive a 50 percent discount. Fees may be further reduced or waived if the event is deemed to be a particular benefit to the school or community and custodian costs are covered.

**\*\*Refer to SISD Board Policy GKD (LEGAL) and GKD (LOCAL) for complete guidelines on use of school facilities.\*\***