

Murchison Independent School District

Rental of School Facilities

Rental requests should be made to the Business Manager at a minimum of ten days prior to the event. The Business Manager will verify the following before proceeding with the request.

- Check the school calendar to verify that the facility is not being used by the district;
- Verify that the facility is in reasonable condition for use (air-conditioning, heating, lights, etc.); and
- Verify that a district representative is available

Upon verification, the Business Manager shall get prior approval from the Superintendent. Once the request is approved, the district will notify the requestor by email to confirm rental. Rental contract and rental fees must be submitted at least 3 days prior to the event.

Fees:

\$50/hr. - 4hr. minimum

The rental does not include kitchen access.

Contract violations, misuse of facilities, extension of hours beyond the contract time, or any other misconduct by the Lessee shall be reported in writing to the Superintendent so that appropriate action may be taken against the lessee. All lessees that violated regulations in the contract shall not be allowed to lease facilities with Murchison ISD at any other time.

Contract violations include, but are not limited to:

1. Consumption or presence of alcohol on school premises;
2. Smoking in rented facility;
3. Possession of a fire arm on premises;
4. Use of facility beyond contracted time; and
5. Misuse of facilities/damages to facility

The Murchison Reunion and the Community Thanksgiving Dinner will be available for a flat rental fee of \$100.00 for the day.

Rental of School Facilities Agreement

This rental agreement is entered into between Murchison ISD, hereafter known as the District, and the following person(s):

Name of person (s)

Address

City

State Zip

Phone Number

Facility Requested: Cafeteria

Intended Use of Facility: _____

Date(s): _____ Time Needed: _____ AM/PM Until _____ AM/PM

Terms and Conditions of Rental Agreement

1. The rental agreement herein granted shall extend only to the Cafeteria.
2. The District assumes no responsibility for maintaining or improving the facility.
3. The District makes no representations that the facility is safe or suitable for intended use.
4. Rental of any Murchison ISD facility is dependent of availability of staff.
5. The renting party accepts full responsibility and shall pay the District for any damage to the facility occurring during the intended use.
6. Rental is made with the stipulation that the district shall not be liable to anyone for any injury or claim arising out of the use of the facility.
7. The renting party agrees to prevent any alcohol or tobacco use on school property.
8. The renting party agrees to prevent the possession of fire arms on school property.
9. Any request for a variance from any terms or conditions of this agreement must be presented to the Murchison ISD Superintendent.

Fees

The fee for the intended use of the facility is \$ _____ and is due at least 3 days prior to the event. Checks should be made payable to Murchison ISD.

Executed this _____ day of _____, 20_____

Murchison USD Administrator Signature _____

Renting Party Signature _____

Rental of School Facilities Invoice

RENTING PARTY: _____

DATE(S) NEEDED: _____ TIME NEEDED: _____ - _____

FACILITY RATE: \$50/HR. (MINIMUM CHARGE OF 4 HRS.) = \$ _____

Additional Hours: _____ *at \$50/Hr.* = \$ _____

TOTAL DUE TO MURCHISON ISD: = \$ _____

Signature of Renting Party

Date

Please return invoice with check made payable to Murchison ISD at least 3 days prior to the event. The rental agreement should be turned in at the Administration office.