

Denton Independent School District  
Facility Rental/Use Request Form

Name of Organization \_\_\_\_\_ Utility Status:  A  B  C  
(See Back)

Billing Address: \_\_\_\_\_  
Street City State Zip

Adult Person Responsible/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_ Time of Activity: From: \_\_\_\_\_ To: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_ Time of Activity: From: \_\_\_\_\_ To: \_\_\_\_\_

Denton ISD Facility Requested: \_\_\_\_\_ Purpose: \_\_\_\_\_

Area of Building to be Reserved:  Gym  Cafeteria  Auditorium  Lecture Hall  Classroom  
 Dance Studio  Competitive Fields  CH Collins Banquet Hall

Needs:  Stage Lighting  Sound System or PA  Piano  Other Equipment: \_\_\_\_\_

Insurance Requirement: Utility "B" and "C" users  
Rental users shall sign a Rental Agreement and shall furnish evidence of liability insurance coverage. Any organization using District school facilities shall be required to provide an original Certificate of Insurance, with DISD named as the Certificate Holder, indicating a minimum \$1,000,000.00 in combined single Limit for Bodily Injury and Property Damage Liability coverage. In addition, DISD shall be named as an additional insured on the policy. The insurance carrier must hold a minimum "A" rating from the A.M. Best Company. However, DISD reserves the right to determine the acceptability of a carrier regardless of its rating. If user requires more than one facility, then a Certificate of Insurance will be required per structure. The insurance requirement may be waived for organizations that exist for the improvement of educational opportunity in the District, subject to approval by the superintendent or designee. (Examples: school organizations, service organizations primarily made up of students for the promotion of student and youth activities.)

- Terms and Conditions:
- a. Denton ISD assumes no responsibility for improving or maintaining the facility.
  - b. Denton ISD makes no representations that the facility is safe or suitable for the intended use.
  - c. Renter accepts full responsibility for and shall pay to Denton ISD any damage to the facility resulting from the intended use.
  - d. Organizations may not engage in the following activities while using District facilities:
    - a. Possession, consumption, or use of tobacco, alcohol or controlled substances.
    - b. Gambling, bookmaking or any other illegal gaming.
    - c. Any conduct prohibited by law.
  - e. Renter agrees that no street shoes shall be permitted on the gymnasium playing floor.
  - f. Renter is responsible for leaving the facility in the same condition and order in which it was found.
  - g. Prior to building use, Renter shall be required to discuss set up and use of the facility with a district designee, and the district retains the right to prohibit any undesirable or harmful uses by Renter.
  - h. Denton ISD disclaims any affiliation with Renter. Renter understands that Denton ISD, by permitting the use of this facility, does not support, advocate or endorse Renter's religious, political or social philosophy.

If permission is granted, we hereby agree to comply with the policy and regulations of the Denton Independent School District set by the Board of Education which governs these facilities identified as Denton ISD GK Local Community use of School Facilities. We acknowledge having read the preceding insurance requirements and terms and conditions and agree to comply and adhere to the same.

\_\_\_\_\_  
Signature of Applicant (Adult Person Responsible) Date

\_\_\_\_\_  
(Non-Profit Tax ID number/group (Utility A DISD Parent Groups, Utility B Groups))

Approved by: \_\_\_\_\_

\_\_\_\_\_  
Campus Administrator of Facility Requested Date

Return the form for **Athletics** to : Martha Crep or Karen Haymier at CH Collins, 1500 Long Rd, Denton 76207 and **all others** to: Angela Alfonso, Denton ISD Annex, 230 N. Mayhill Road, Denton 76208

\_\_\_\_\_  
Martha Crep/Karen Haymier/Angela Alfonso Date

## Fee Schedule

**\*Utility A:** Those groups whose members are comprised of students, staff, professional employees and campus-registered booster clubs/PTA parents of the District whose activities benefit the schools, students, or teachers (e.g., campus-registered student clubs, teacher organizations, PTA, booster clubs, choir, band). All DISD Community Education sponsored class session's fall within this group.

**\*Utility B:** Youth service organizations as described in the paragraph below that are sponsored by non-profit organizations may use cafeterias or gym/activity centers during the school operational hours of 3:00 pm to 9:00 pm at no charge, provided that no additional custodial cleanup is needed. If use is outside of this time frame or for any other facility than listed, an additional established fee for utilities and custodial service will be required.

Youth service organizations are described as those groups, a majority of whose members reside or work within the community and whose regularly scheduled meetings are normally held within the community, that serve, benefit, and contribute to the welfare of the youth of the community (e.g., scout groups, YMCA, community youth sports associations, non-profit cheerleading groups, Special Olympics, church youth groups, non-curriculum student groups).

**\*Utility C:** ***Civic organizations*** – those groups, a majority of whose members reside within the community, that meet community needs, interest and diversions (e.g., Rotary Club, Chamber of Commerce, homeowners associations, recreational clubs, non-curriculum student groups).

***Governmental organizations*** – those governmental groups and municipal governing bodies whose location and jurisdiction is contained in whole or in part within the community (e.g., Councils of Government, TWU, UNT).

***Church organizations*** – those churches and church groups, a majority of whose members reside within the community.

***Political organizations*** – those groups whose purpose or purposes, primary or secondary, is the furtherance of a political candidate, ideal or aspiration. Use of DISD facilities by political organizations shall be restricted to the conduct of elections held in accordance with state or federal laws and to activities which are required by law and associated with the conduct of those elections.

***Organizations or businesses*** – without non-profit tax status, may use facilities for an established fee covering utilities, custodial services and normal wear and tear. This would include: dance schools, national organizations, governmental groups, during any occasion where admission is charged, etc. Note: This would include teachers/coaches who choose not to utilize the Community Education Program for the scheduling of camps/classes for which they charge an enrollment fee.

**\*NOTE:** Staff sponsors and non-profit groups who use school facilities for private profit or commercial purposes (basketball camps, private dance classes, etc.) shall be required to pay all charges normally assessed for class C use.

Facility	Utility Status A	Utility Status B	Utility Status C (Subject to annual update)
<b>Cafeteria:</b>			
High Schools	N/C	\$75/hr	\$125/hr
Middle Schools	N/C	\$50/hr	\$100/hr
CH Collins	N/C	\$25/hr	\$50/hr
Elementary Schools	N/C	\$25/hr	\$50/hr
<b>Gymnasium:</b>			
Ryan High School/Guyer High School	N/C	\$100/hr	\$150/hr
Denton High School	N/C	\$75/hr	\$125/hr
Middle Schools	N/C	\$50/hr	\$100/hr
Elementary Schools	N/C	\$25/hr	\$50/hr
<b>Auditorium:</b>			
Ryan High School/Guyer High School	N/C	\$75/hr	\$100/hr
Denton High School	N/C	\$100/hr	\$125/hr
Middle Schools	N/C	\$50/hr	\$75/hr
<b>Lecture Hall/Dance Studio</b>			
High Schools	N/C	\$25/hr	\$50/hr
<b>Classrooms: (Classrooms not normally rented)</b>			
High Schools	N/C	\$20/hr	N/A
Middle Schools	N/C	\$15/hr	N/A
Elementary Schools	N/C	\$10/hr	N/A
Central Services/Annex	N/C		
<b>Utility Start-up:</b>			
Unoccupied hours	N/C	\$75/event	\$75/event
<b>Custodial/Supervision Fees:</b>			
There will be an additional charge of one hour before and one hour after rental	N/C	\$25/hr	\$25/hr