

**ELGIN INDEPENDENT SCHOOL DISTRICT
REQUEST FOR USE OF FACILITIES**

Allow a minimum of fifteen (15) working days for processing request. Submit request to appropriate campus principal.

RULES

- ❖ Usage fees must be paid in advance. Exceptions are allowed **ONLY** if approved by the Superintendent.
- ❖ Start and end times must include preparation and clean up.
- ❖ All persons using Elgin Independent School District facilities shall be expected to leave them in the same order and cleanliness as found. If the facility is **NOT** clean the deposit will **NOT** be refunded.
- ❖ No meeting or event shall be held in an EISD building unless an employee of the District is present to open and close the building. The Superintendent’s designee shall arrange for a custodian or other employee to be present for such meetings or events.
- ❖ When a kitchen facility is used, a Food Service worker must be present and will cost \$12 per person per hour. All kitchen equipment must be handled **ONLY** by a Food Service worker.
- ❖ Athletic Field and Gym fees include basic operation fee. Game workers and district personnel are an additional charge.
- ❖ Release of liability will be signed prior to event.
- ❖ The Superintendent has the responsibility for approving all usage of school facilities by nonschool groups and/or citizens.
- ❖ No meeting or event shall be held in a school building or on school grounds, which is in any way contrary to the purposes of the District. Specific prohibited activities include:
 - Any activity in conflict with school activities.
 - By commercial entertainers unless sponsored by an approved organization.

FEES

Deposit (refundable)	\$50
Personnel	\$12 per hour per person
Classroom	\$10 per hour
Elgin Elementary School Gym	\$15 per hour
Elgin Elementary School Cafeteria	\$20 per hour
BTW Elementary School Gym	\$20 per hour
BTW Elementary School Cafeteria	\$20 per hour
Neidig Elementary School Gym	\$20 per hour
Neidig Elementary School Cafeteria	\$20 per hour
Elgin Middle School Gym	\$30 per hour (Tournament or playoff use = \$500 per use)
Elgin Middle School Cafeteria	\$35 per hour
Elgin High School Gym	\$50 per hour (Tournament or playoff use = \$500 per use)
Elgin High School Cafetorium	\$50 per hour
ALL EISD Practice Fields	\$200 per season
Baseball or Softball Field	Daytime use = \$50 Nighttime use = \$150
Football Field	<i>Request fee schedule from Athletic Director</i>

RELEASE

The undersigned, on behalf of himself, his organization, his heirs and his assigns, and in consideration of his use of the facilities, named on this form, of the Elgin Independent School District (“the District”) does hereby release, agree to hold harmless and indemnify the District from any liability whatsoever for damages or injury to any person or property or loss of personal property resulting in any way from the undersigned’s use of said property. All references to the masculine gender shall also be deemed to apply to the female gender.

Signature: _____ Date: _____