



# Manor Independent School District

## Facilities Use Form

\*\*\*\*\*Please allow a minimum of ten (10) working days for processing or request may be denied\*\*\*\*\*  
Complete this form and turn in to the Facilities Use Coordinator

On Back of form \* Facilities Use Rules and Guidelines \*

Group

Group/Organization: \_\_\_\_\_ Profit \_\_\_\_ Non Profit \_\_\_\_ (provide documentation).  
Contact Person: \_\_\_\_\_ Phone #'s: \_\_\_\_\_  
Second Contact Person: \_\_\_\_\_ Phone #'s: \_\_\_\_\_  
Mailing/Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Facility

Facility being used: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Day(s) of Week \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Insurance Provided: Yes \_\_\_\_\_ No \_\_\_\_\_  
Kitchen Needed: Yes \_\_\_\_\_ No \_\_\_\_\_  
Deposit (\$100 Per Facility): Yes \_\_\_\_\_ No \_\_\_\_\_

Approval

I agree to follow the rules and regulations set forth by the Manor Independent School District as stated on the back of this form. I will pay for any missing equipment or damage to equipment or facilities. I understand that failure to comply with these rules and regulations will result in termination of my group's privilege to use the facilities of the Manor Independent School District. For approval status call the Facilities Use Coordinator at 278-4062. **NOTE: Usage fee payment and \$100 (per facility) refundable deposit are due when the Request for Use of Facilities form is approved by the Facilities Use Coordinator.** Exceptions are allowed ONLY if approved by the Superintendent or designee.

Signature of Group Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Facilities Use Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

On Back of form \* Facilities Use Rules and Guidelines \*



## Facilities Use Rules and Guidelines

1. All organizations must follow the rules and regulations set forth in the Board Policy GKD (LOCAL).
2. All organizations must turn in a signed Facility Use Form to the Facility Use Coordinator two weeks in advance of using the facility or request may be denied.
3. All organizations must provide a valid certificate of insurance.
4. All persons using Manor ISD facilities shall be expected to leave them in the same order and cleanliness as found. If the facility is not clean upon arrival, it is the responsibility of the organization to notify a custodian immediately. If the facility is **NOT** clean, the deposit will **NOT** be refunded.
5. If deposit is lost, the organization will be expected to provide another \$100 deposit prior to using the facility again.
6. No meeting or event shall be held in a school facility or on school grounds which is in any way contrary to the purposes of the District.
7. The Facility Use Coordinator should be contacted at 278-4062 one week prior to the use of the facility to verify any special arrangements. Arrangements for entering the facility should also be made at this time.
8. Any function that serves food or drinks or has a large attendance will require that a MISD custodian be present. The MISD custodial fees of \$25 per hour will apply.
9. All complaints should be filed in writing to the Facility Use Coordinator.
10. The Manor High School competition gym and Manor Middle School competition gym are limited to special events and tournaments only. No daily practices.
11. No practices will be allowed at the High School gym on the same night that a school game is being played.

## Fees

Initial

- \_\_\_1. All fees that are not paid in advance will be billed to the organizations representative on the 15<sup>th</sup> of each month. Payment of fees are due by the 1<sup>st</sup> working day of the following month.
- \_\_\_2. Failure to pay the balance of all fees due by the 10<sup>th</sup> of the month shall result in immediate suspension of building use privileges.
- \_\_\_3. Any organization that is delinquent for 3 billing cycles within a school year (Aug-July) will have their building use privileges suspended for the remainder of the year.
- \_\_\_4. Building use privileges will not be restored until all fees are paid.

## Building Fee Structure

### Manor High School Facilities:

MHS	Competition Gym	\$75 per hour for 1 <sup>st</sup> 4 hours - \$55 each additional hour.
MHS	Practice Gym	\$60 per hour for 1 <sup>st</sup> 4 hours - \$40 each additional hour.
MHS	Cafeteria	\$75 per hour.

### Manor Middle School Facilities:

MMS	Competition Gym	\$75 per hour for 1 <sup>st</sup> 4 hours - \$55 each additional hour.
MMS	Practice Gym	\$60 per hour for 1 <sup>st</sup> 4 hours - \$40 each additional hour.
MMS	Cafeteria	\$75 per hour.

### Old Manor Middle School and Old Manor Elementary Facilities:

MMS or ME (old)	Main Gym	\$30 per hour.
MMS or ME (old)	Annex Gym	\$30 per hour.
MMS or ME (old)	Cafeteria	\$50 per hour.

### Elementary School Facilities:

Elem.	Gym	\$50 per hour.
Elem.	Cafeteria	\$50 per hour.
All Locations:	Kitchen Fees	\$40 per hour; \$15.00 per hour for worker.