

# APPLICATION FOR RENTAL AT THE ELEMENTARY SCHOOL LEVEL

SCHOOL: \_\_\_\_\_ AREA DESIRED: \_\_\_\_\_ PURPOSE OF ACTIVITY: \_\_\_\_\_  
 DATE(S) DESIRED: \_\_\_\_\_ NUMBER OF PEOPLE EXPECTED TO ATTEND \_\_\_\_\_  
 TIME(S) RENTAL BEGINS \_\_\_\_\_ AM PM RENTAL ENDS \_\_\_\_\_ AM PM TOTAL HOURS \_\_\_\_\_  
 NAME OF ORGANIZATION: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_  
 HOME OFFICE ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 DAY TIME PHONE NUMBER: \_\_\_\_\_ OTHER PHONE NUMBER: \_\_\_\_\_

Will this activity involve serving of refreshments or food in any manner?  YES  NO  
 If "YES" there will be additional custodial fees.

Will this activity involve the sale of concessions?  YES  NO  
 If "YES" organization must comply with district concession procedures.

Will special set up be required in the cafeteria?  YES  NO  
 If "YES" additional fees are required.

Rental fees have been established on a three (3) hour base. Additional hours will be charged at the rate shown. A security deposit equal to one-third (1/3) of the total rental charges must be included with this application. Deposit required forty-five (45) days prior to date requested above.

	"A"	"B"	
Area of Building Desired	Base Rate*	Additional Hour(s)*	Column "A" + "B" Extended Total
Cafeteria at Elementary School	\$445.00	_____ at \$150.00 =	_____
Kitchen at Elementary School	\$345.00	_____ at \$115.00 =	_____
PE Gym	\$240.00	_____ at \$ 80.00 =	_____
PE All-Weather Facilities	\$180.00	_____ at \$ 60.00 =	_____

*\*Fees include administrative supervision, venue preparation and use of the area(s) requested.*

### ADDITIONAL STAFFING REQUIRED

Custodial Staff (ea) determined by district based on attendance \_\_\_\_\_ Hours at \$ 30.00 Per Hour = \_\_\_\_\_  
 Maintenance Staff (when required) \$ 90.00 Base + \_\_\_\_\_ Hours at \$ 30.00 Per Hour = \_\_\_\_\_  
 Kitchen Staff (ea) determined by district based on activity \_\_\_\_\_ Hours at \$ 30.00 Per Hour = \_\_\_\_\_

### ADDITIONAL FEES

Audio Equipment (more than 1 mic w/stand)	\$100.00	_____
TV/VCR	\$ 75.00	_____
Overhead Projection/Screen	\$ 75.00	_____
Cafeteria/Gym Set-up	\$150.00	_____

**GRAND TOTAL** \_\_\_\_\_

**SECURITY DEPOSIT AMOUNT [ one-third (1/3) ] of Grand Total** \_\_\_\_\_

As a representative for the renter requesting facilities use, I do hereby affirm that said renter does not practice discrimination, in any way, in its membership or programs offered to the public, on the basis of race, color, national origin; and that the school facility requested will be made available to all its members regardless of race, color, or national origin. INITIALS: \_\_\_\_\_

Additionally, as a representative, I have read the Facilities Use Procedures and am aware of the requirements for insurance, an off-duty officer, and the all other requirements for facility use. INITIALS: \_\_\_\_\_

A copy of our insurance certificate, naming the GPISD as a certificate holder and additional insured, is attached.  YES  NO  
 ALL PROPERTY OWNED AND OPERATED BY THE GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT IS TOBACCO FREE. NO TOBACCO PRODUCTS SHALL BE USED ON ANY DISTRICT PROPERTY, IN ANY VEHICLE, OR AT ANY EVENT. *City Ordinance #3934*

### SIGNATURES

GPISD REPRESENTATIVE: \_\_\_\_\_ RENTAL REPRESENTATIVE: \_\_\_\_\_ Date: \_\_\_\_\_

### RECORD OF FEES – DEPOSIT (Due 45 days prior to rental) RENTAL (Due 30 days prior to rental)

Deposit (one-third [1/3] of the total building rental charge): Check received in the amount of \_\_\_\_\_ Check Number: \_\_\_\_\_  
 Total rental charges as shown above. Check received in the amount of \_\_\_\_\_ Check Number: \_\_\_\_\_

