

APPLICATION FOR RENTAL AT THE MIDDLE 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 Middle School	\$445.00	_____ at \$150.00 =	_____
Kitchen at Middle School	\$345.00	_____ at \$115.00 =	_____
Competition Gym Middle School	\$445.00	_____ at \$150.00 =	_____
Auxiliary Gym Middle School	\$300.00	_____ at \$100.00 =	_____
Competition Field (Kennedy, Jackson, Arnold, Reagan only)	\$445.00	Flat Daily Rate Up to 12 Hours	_____

**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 = _____
 Scoreboard Operator (Required with scoreboard use) _____ Games at \$ 30.00 Per Game = _____

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 _____
 Scoreboard (Field or Gym) \$ 75.00 _____
 Field PA System (Technician Set Up) \$ 75.00 _____
 Field Lights _____ Hours at \$ 75.00 Per Hour = _____

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: _____

