

## West Hardin CCISD Facilities Usage Form

**It is the philosophy and policy of the West Hardin CCISD that our facilities belong to the community. Safety and security are top concerns for all of us. These expectations have been developed to ensure safety, security, proper usage, maintenance, and cleanliness of the facilities.**

**Guidelines and Expectations for facilities are:**

1. Safety is a top priority, secure buildings before leaving, remove all door stops and check all doors.
2. Upon completion of this use, the User(s) will be responsible for restoring the facility to the condition observable prior to use.
3. Turn off all lights.
4. Check restrooms for usage.
5. Put all garbage into cans.
6. Do not leave students unattended, student usage without adult supervision is not permitted.
7. All participants must leave before adult supervisor leaves.
8. Do not change times without confirming with the Principal or Athletic Director.
9. Events are to remain on schedule, (one hour is one hour).
10. When using gyms only players and coaches are allowed on the floor during the practices.
11. Only parent/guardian and family members involved in the event are allowed in the facilities.
12. Children must be supervised and will not be allowed to play on the courts, hallways, restrooms, etc.
13. Organizations will be responsible for bringing their own equipment.
14. Any agreement to rent the facilities may be cancelled by the School District in favor of school activities at any time.
15. No one will be furnished a pass key. Our staff will open and close the building.
16. There will be no use of liquor or tobacco on the property at any time.
17. The User(s) accepts full responsibility for protecting school property and equipment and assumes any and all liability for repairs or replacement or for any damage done to buildings equipment, or other school property used by the User(s). (initial here) \_\_\_\_\_
18. Food/drinks will only be allowed in designated area.
19. All outside groups will comply with the District Sex Offender Administrative Regulations. Sex offenders will not be allowed onto school property during activities organized and sponsored by outside organizations, unless such organizations designate a member of the group to supervise and accompany the sex offender at all times while on District property and take full responsibility and liability for any incidents occurring on District property while under the control of the outside group. It is the responsibility of all outside groups using District facilities to check the sex offender registry before allowing any persons onto District property.

**\*\*I have read and agree to abide by the above guidelines and expectations for facilities use. I realize that if these conditions are not met, loss of facilities use privilege will result.**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature & Date**

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Signature & Date of Approval**

\_\_\_\_\_  
**Superintendent**

\_\_\_\_\_  
**Signature & Date of Approval**

## Liability Release Form

### FACILITY USAGE RELEASE OF LIABILITY, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

In consideration of the use of West Hardin CCISD facility, the undersigned hereby releases and agrees to indemnify, and **hold harmless West Hardin CCISD**, its board, board members, agents, employees, volunteers, successors, and assigns, from any and all liability, claims, or causes of action resulting from use of the West Hardin CCISD facility by the undersigned or any of the undersigned's agents. This release, indemnification and hold harmless includes, but is not limited to, claims for personal injury and/or property loss and damage and all damages, costs and attorney fees incurred as a result thereof, whether resulting from building defects, negligence, gross negligence, intentional acts, or omission of the West Hardin CCISD, the undersigned or otherwise.

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**Printed Name**

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**Signature**

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**Organization**

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**Date**

**West Hardin CCISD**  
**Request Form for Use of School Facilities**

The School Board of Directors wishes to encourage use of school facilities by the community as long as use does not interfere with the district's educational programs, the primary purposes of which the buildings and grounds are intended. Permission to use a particular facility may be denied based on previously scheduled use.

Group/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Alternate Dates: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_

\_\_\_\_\_

Special Requests: \_\_\_\_\_

\_\_\_\_\_

Proof of Liability Insurance is Attached.  yes  no

This organization has received a copy of the WHCCISD procedures for use of school facilities and a copy of the rules regarding non-school use of facilities.  yes  no

Request Submitted By: \_\_\_\_\_

Title of Organization: \_\_\_\_\_

Other Officers of this Organization: \_\_\_\_\_

\_\_\_\_\_

Date Submitted: \_\_\_\_\_

**(Please return form to Central Office at 39227 Hwy 105 Saratoga, Texas 77585)**  
**FAX: 936-274-4321**