

Henderson ISD
201902

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(EXHIBIT)

**HENDERSON ISD
FACILITY RENTAL REQUEST FORM**

Organization/Contact: _____
Cell Phone: _____ Email: _____
Address: _____

Non-Profit Status: Non-Profit Organization For-Profit Organization

Liability Insurance: Yes No

Please describe nature of activity/purpose:

Does the activity benefit current HISD students? Yes No

Approximate percentage of HISD students ____%

School Requested: _____

Facility or Room Requested: _____

Date(s): _____
Facility Unlock Time: _____ Lock Down Time: _____

Estimated Attendance: _____

Renter's Signature: _____

HISD use only.....

Estimated Facility Rental Fees _____ Hours @ _____ Rate = _____ Total Rental Fee

Estimated Additional Charges _____ Hours @ _____ Rate = _____ Total Other

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Total all fees \$ _____ 50% deposit due with request.

Campus Administrator/Director Signature _____ Date _____

Below for Superintendent's Office Use:

Application Approved: Rental Fees Waived:

Superintendents' Signature: _____

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HENDERSON ISD – Facility Rental Fee Schedule

	Min. Hours	Rate/Hour	Deposit	Additional Requirements
High School/District Facilities				
Dining Hall	3	\$50		Custodian
Kitchen	3	\$40		Cafeteria worker
Classroom	3	\$15		
Competition Gym	3	\$150		Custodian
Auxiliary Gym	3	\$100		Custodian
Middle School Facilities				
Commons	3	\$100		Custodian (2)
Kitchen	3	\$40		Cafeteria worker
Competition Gym	3	\$150		Custodian
Practice Gym		\$100		Custodian
Classroom	3	\$15		
Elementary Facilities				
NS Gym	3	\$60		Custodian
NS Kitchen	3	\$40		Cafeteria worker
NS Dining Hall	3	\$50		Custodian
NS Classroom	3	\$15		
Athletic Fields and Outdoor Facilities (Athletic Department will determine availability)				
BB/SB Fields	3	\$75		Lights add \$25/hour
Lion Stadium	3	\$250		Lights add \$25/hour

Additional Charges when required:

Custodian	\$20/hour
Maintenance	\$30/hour
Supervisor	\$40/hour
Cafeteria Worker	\$20/hour
Security	\$25/hour
Audio Visual / Technology	\$40/hour

- *All deposits are 50% of charges.
- *A cafeteria worker is required for all kitchen rentals.
- *Add 2 hours to custodian charges for preparation and clean-up.