

**Kennard Independent School District**  
**Use of District Facilities Guidelines and Application**  
**304 Hwy 7 East**  
**Kennard, TX 75847**  
**Phone (936) 655-2161 Fax (936) 655-2327**

**Building to be used:**  High School  Elementary  Administration

**Area:**  Cafeteria  Gym-High School  Gym-Elementary  Classroom

Board Room  Distance Learning Lab  Concession Stand  Kitchen

Date(s) of Reservation \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Requested Opening Time: \_\_\_\_\_ Estimated Time of Closing: \_\_\_\_\_

Name of Organization/Group/Individual: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number \_\_\_\_\_

Admission charge:  Yes  No

1. Lessee accepts full responsibility for protecting the school property and equipment and assumes any and all liability for repairs or replacement for any damage done to buildings, equipment, or other school property.
2. The district representative on duty will allow the use of only the areas checked above.
3. Lessee must notify Superintendent's office of cancellation of the event or be charged.
4. If food or drink is consumed on site, two custodians **must** be used.
5. No food or drink is allowed in any area outside the cafeteria. No alcohol or tobacco will be allowed on school campus.
6. Lessee agrees to pay a \$100 deposit. Upon completion of facility use, the Lessee is responsible for restoring the facility to the condition observable prior to this use. If all conditions are met, deposit will be returned. Facility must be cleaned before Lessee leaves.
7. The District may cancel a scheduled non-school use if an unexpected conflict with a District activity.
8. If the Lessee is paying for custodial or kitchen employee(s), they will be available to Lessee at all times to help in anyway possible.
9. There must be a district employee, custodian, or security at every event.
10. If the kitchen area is to be used, there **must** be a district kitchen employee present.
11. If the district sound system is to be used, the district will be responsible for setting it up. The district employee trained to use the sound system will operate the system. The lessee may use the microphone.
12. All events will end before 11:00 PM.

Will you need security?  Yes  No

Will you need custodial services?  Yes  No

Will you need the use of the kitchen area?  Yes  No

Will you be serving drinks and/or food during this event?  Yes  No

