

- UIL Sporting Event
- School District Event
- Individual/Group
- Non-Profit Organization
- For-Profit
- Other \_\_\_\_\_

Agreement **MUST** be submitted 30 Days in advance

## AGREEMENT FOR USE OF FACILITIES

*(Please type or print legibly)*

The Eagle Pass Independent School District (hereinafter referred to as "the District") agrees to

let \_\_\_\_\_ *(indicate in the blank space whether an individual, group, organization, for-profit or non-profit corporation)* (hereinafter referred to as "the Applicant"),

use the \_\_\_\_\_ *(name of facility)* at

\_\_\_\_\_ *(location or campus)* on \_\_\_\_\_

\_\_\_\_\_ *(date)*, between the hours of \_\_\_\_\_ and \_\_\_\_\_.

If Applicant is granted permission by the District to use the above property or facility and, if so, any equipment or services, it is further agreed:

1. **Failure to comply or provide information, including incorrect information, may result in termination of the Agreement for Use of Facilities. This may result in additional fees that must be paid to the Accounting Department to continue using the facility. The EPISD Police Department will monitor events to ensure compliance.**
  
2. That the Applicant will use the facility only for the purposes consistent with law and as follows (please specify the purpose for which premises will be used and age group of participants):  
 \_\_\_\_\_  
 \_\_\_\_\_
  
3. That the equipment/services requested by Applicant (if any) are as follows:  
 (e.g., Sound System, Technology Equipment, etc.)  
 \_\_\_\_\_  
 \_\_\_\_\_
  
4. Will a registration fee be charged to participants?  Yes  No Fee Amount \$ \_\_\_\_\_  
 # of Participants \_\_\_\_\_. If registration fee charged the facility fees may not be waived for non-school district use. **School Personnel fees may NOT be waived for non-school district use.**
  
5. Will an admission fee be charged?  Yes  No Fee Amount \$ \_\_\_\_\_ # of Attendees \_\_\_\_\_  
 If admission fees charged the facility fees may not be waived for non-school district use. **School Personnel fees may NOT be waived for non-school district use**
  
6. If **NO** is selected on #4 and/or #5 above, the following will apply to non-school district events:  
 1. A minimum of one (1) Police Officer will be required and charged to the applicant for the duration of the use of the facility. 2. The Police Officer will monitor to ensure **NO FEES** are charged as indicated on the approved application. 3. If fees have been collected without indicating on the approved application, the Police Officer will stop the collection of fees and fees collected will be turned in to the accounting department for deposit. 4. The Accounting Department will notify the applicant that in order to continue the use of the facility with the fee waiver, a written statement is required to be submitted indicating fees will no longer be charged. If fees continue to be charged, the facility fee will no longer be waived on future requests.
  
7. That if requesting a facility fee waiver for **non-school use**, the applicant must submit a written request addressed to the Superintendent that indicates the reason and justification for requesting the fee waiver. **Only the facility fee may be requested to be waived.**
  
8. That if requesting a facility and/or personnel fee waiver for **school sponsored events**, the applicant (EPISD Campuses/Departments) must submit a written request addressed to the Superintendent that indicates the reason and justification for requesting the fee waiver. Facility fees are waived for EPISD school sponsored events. **The facility and/or personnel fees may be requested to be waived.**

9. That the estimated fee for use of the facility and school district personnel (see page 11) as applicable **must be paid fifteen (15) days in advance. School Personnel fees may NOT be waived for non-school district use. Failure to make timely payment within fifteen (15) days will result in an additional 10% surcharge.**
10. That refunds or additional payments, if any, will be made within thirty (30) days after use.
11. That the Applicant (and those granted access to the property or facility thereby) will abide by all Board policies, specifically, but not limited to, GKD (LEGAL) and GKD (LOCAL), and rules and regulations of the Board of Trustees regarding the use of District property or facilities and the conduct of persons in or on District property or facilities, whether now or hereafter adopted.
12. That the use of the property or facilities will not, in any way, interfere with the operations of the District or any of the programs or activities of the District. If required for District purposes, it is understood that the right is reserved to withdraw or rescind the grant of the use of the property or facilities on short notice.
13. That, upon completion of this use, the Applicant will be responsible for restoring the facility to the condition observable prior to this use.
14. That the District may, at any time, cancel a scheduled non-school use, at the District's sole discretion.
15. That the District may revoke its permission to use the facility at any time it is determined that a group's use damages or threatens to damage school property or violates Board policy and/or administrative regulations.
16. That the Applicant will not allow the possession or use of alcohol, firearms, or illegal drugs, or the use of tobacco products, on District property.
17. That no improvements or structures will be constructed upon District property or in its facilities unless approved in writing. No stakes or other objects will be placed in the ground of such areas to be used.
18. That District property, facilities or equipment will be used in a careful and prudent manner so as to prevent loss, defacement or damage to them. Good order and discipline will be maintained. The Applicant 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 Applicant.
19. That no concessions or other items will be sold in or on District property or facilities unless approved in writing.
20. That within one-half (1/2) hour after the ending hour of use, the property or facilities will be vacated and left in as good a condition as when such use began. Unless payment is made for clean-up and clean-up is specifically requested, the property or facilities will be left in a thoroughly clean condition. Performance of clean-up by the District will not diminish any liability for damages.
21. That no vehicles of any kind will be allowed on the playing surface of the football field.
22. That the Applicant also assumes full responsibility for the conduct of any and all persons using the facility during the rental.
23. That the Applicant agrees to assume all liability and hold harmless and indemnify the District, its Board members, employees, and agents from any and all liability arising out of the Applicant's use of District facilities. The Applicant (and the undersigned officer, agent or representative thereof, individually and jointly and severally with the organization or individual) agrees (a) to pay for and assume full liability for any loss or damages to person or property or claims therefor resulting to or arising from the use of District property or facilities by such organization or individual and those granted access to the facility thereby, whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from such use, in or about available parking areas, or otherwise, (b) to reimburse or hold harmless the District, the Board of Trustees, and the members, agents and employees thereof from any such loss, damage or claim, including, but not limited to, its or their attorney's fees, and (c) to pay any attorney's fees and costs paid or incurred by the District to enforce any obligations imposed under this agreement.

24. **Applies only for the use of the Student Activity Center and Fine Arts Center: These Facilities shall only be available for School District Events, UIL Sporting Events, and Non-Profit Organizations in accordance with School Board Policy GKD (Local). The applicant will be required to provide proof of liability insurance acceptable to the School District in an amount of at least \$1 million and naming the Eagle Pass ISD as an additional insured.**
25. That the Applicant understands and accepts that the District's insurance provides no coverage for the Applicant or any other user other than the District.
26. That the Applicant will exercise due diligence to not send employees or volunteers to work in any District facility if they have a conviction or a history of deferred adjudication for any crime that may pose a potential risk of injury to students or other persons working in or visiting in the facility. It is the Applicant's responsibility to determine the best way to exercise that due diligence.
27. That the Applicant who requests the use of the Fine Arts Center (FAC) must also comply with the Fine Arts Center (FAC) General Policies and Rules as outlined in this application.
28. The *Agreement for Use of Facilities* must be submitted thirty (30) days in advance. The requested School District Facilities shall be approved on a first-come, first-served basis and when these activities do not conflict with school use.
29. That in accordance with Board Policy GKD (Local) Non-school users shall be charged a fee for the use of designated facilities. The Superintendent or designee shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.
30. No approval shall be required for non-school-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled non-school purpose.
31. The principal is authorized to approve use of the facilities on a school campus. Once the principal approves the *Agreement*, the Agreement is then submitted to the Deputy Superintendent as applicable. The Deputy Superintendent will then submit the agreement to the *Accounting Department* for approval and calculation of fees as applicable.
32. EPISD users are charged for the use of the Student Activity Center and Fine Arts Center in accordance with this Fee Schedule. EPISD users shall not be charged a fee for the use of other School District Facilities other than the cost for custodians, peace officers, or technicians as applicable.
33. Non EPISD users shall be charged a fee(s) for the use of the district-wide school facilities based on the Approved Fee Schedule. The *Accounting Department* will apply appropriate fees based on the Approved *Fee Schedule* and the information provided by the Applicant in the Agreement. **If a registration/admission fee is charged the facility fee may not be waived for non-school district use.** Please note that school district personnel fees may not be waived.
34. The payment of the estimated fees must be paid at least **fifteen (15) days** prior to the event in order for the agreement to be approved. The Applicant shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.
35. After the event, a **Final Invoice** may be sent to the applicant to include *Final Fees* as applicable. The invoice may include a refund or additional amount due as applicable.
36. **Principals/Directors must require an *Agreement for Use of Facilities* that includes all approvals before facilities may be used by the Applicant.**
37. School Facilities and Personnel Fee Schedule:

## District-Wide School Facilities Fee Schedule

Facilities	Hourly Fees*
Eagle Pass Football Stadium (Del Rio Blvd)** (4 hour minimum)	\$375.00 per Hour
Eagle Pass High School Softball Complex (2 <sup>ND</sup> St.)** (4 hour minimum)	\$375.00 per Hour
C.C. Winn Auditorium (4 hour minimum)	\$300.00 per Hour
De Luna Activity Area (4 hour minimum)	\$150.00 per Hour
High School Gymnasium (4 hour minimum)	\$150.00 per Hour
High School Student Activity Area (4 hour minimum)	\$150.00 per Hour
High School Lecture Room	\$ 75.00 per Hour
Junior High Auditorium (4 hour minimum)	\$150.00 per Hour
Junior High Student Activity Area (4 hour minimum)	\$150.00 per Hour
Junior High Field House (4 hour minimum)	\$150.00 per Hour
Memorial Junior High Gymnasium (4 hour minimum)	\$150.00 per Hour
Memorial Junior High Student Activity Area (4 hour minimum)	\$150.00 per Hour
Technology Conference Room	\$150.00 per Hour
Elementary School Gymnasium	\$150.00 per Hour
Elementary School Student Activity Area (cafeteria)	\$150.00 per Hour
School Classroom	\$150.00 per Hour
School Playground/Baseball Field	N/C
High School/Junior High Tennis Courts	N/C

*\*Includes one (1) custodian for the 1<sup>st</sup> four (4) hours \*\* Includes Concession Stands and Bathrooms*

Personnel	Hourly Fees*
Technician	\$50.00 per Hour
Peace Officer**	\$30.00 per Hour
Custodian	\$20.00 per Hour

\* Personnel fee(s) may be charged one (1) hour prior & one (1) hour after event as applicable. \*\* One (1) Police Officer required for non-school district events

A **charge of \$20.00 per hour per additional custodian** will be charged as applicable. A **charge of \$50.00 per hour per technician** will be charged for the use of equipment as applicable. Additionally, a **charge of \$30.00 per hour per peace officer** will be charged to supervise the facility during the time it is being requested as applicable. **Please note that personnel fees may be charged one (1) hour prior and one (1) hour after the event as applicable.** Any other facility not listed will be considered on an individual basis and a fee will be set by the Superintendent.

The following applies to EPISD campuses/departments when facilities are used for school sponsored events: **1)** Campuses/Departments are **exempt** from the above facility fees and **2)** Personnel fees apply only when required to work beyond the normal scheduled working hours at the facility requested as applicable. A *Use of School Facility Application* is **not** required for school sponsored events held within the same campus. Campus Administrators are responsible for the coordination of these events.

# Student Activity Center (SAC) & Fine Arts Center (FAC) Fee Schedule

(for UIL sporting events and for use by nonprofit organizations ONLY as per Board Policy GKD Local)

## Student Activity Center (SAC)

Facilities	Hourly Fees*
Football Stadium (4 hour minimum)	\$375 per Hour
SAC Arena (4 hour minimum)	\$250 per Hour
SAC Track & Field (4 hour minimum)	\$250 per Hour
SAC Baseball/Softball Stadium (4 hour minimum)	\$250 per Hour
SAC Soccer Fields (4 hour minimum)	\$250 per Hour
SAC Tennis Courts (per day)	\$75 per Hour
Fine Arts Center – Auditorium	\$375 per Hour
Fine Arts Center – Conference Rooms	\$125 per Hour

\*Includes one (1) custodian

Personnel	Hourly Fees*
Technician	\$50.00 per Hour
Peace Officer**	\$30.00 per Hour
Custodian	\$20.00 per Hour

\* Personnel fee(s) may be charged one (1) hour prior & one (1) hour after event as applicable. \*\* One (1) Police Officer required for non-school district events

## Fine Arts Center (FAC)-School Sponsored Events Only

Fine Arts Center – Elementary Graduations (This applies only to EPISD Campuses)	\$375 Facility Fee per hour \$50 Technology/IVISION Personnel per hour (2 Required) \$30 Peace Officer Personnel per hour (2 Required) \$20 Maintenance Personnel per hour (7 Required) <i>\$475 Estimated Total per hour</i> (\$375) Facility Fee Credit Discount per hour (requires written justification for facility fee waiver) (\$50) Tech/IVISION Personnel Credit Discount per hr (\$30) Peace Officer Personnel Credit Discount per hour <b>\$20 Estimated Total per hour*</b>
Fine Arts Center –School Sponsored Events (This applies only to EPISD Campuses)	\$375 Facility Fee per hour \$50 Technology/IVISION Personnel per hour \$30 Peace Officer Personnel per hour \$20 Maintenance Personnel per hour <i>\$475 Estimated Total per hour</i> (\$375) Facility Fee Credit Discount per hour (requires written justification for facility fee waiver) (\$50) Tech/IVISION Personnel Credit Discount per hr (\$30) Peace Officer Personnel Credit Discount per hour <b>\$20 Estimated Total per hour*</b>

\* Maintenance personnel fees only apply when required to work beyond the normal scheduled working hours.

A charge of **\$20.00 per hour per custodian** will be as applicable. A charge of **\$50.00 per hour per technician** will be charged for the use of equipment as applicable. Additionally, a charge of **\$30.00 per hour per peace officer** will be charged to supervise the facility during the time it is being requested as applicable. **Please note that personnel fees may be charged one (1) hour prior and one (1) hour after the event as applicable.** Any other facility not listed will be considered on an individual basis and a fee will be set by the Superintendent.

## APPLIES ONLY FOR THE USE OF THE FINE ARTS CENTER (FAC)

The Fine Arts Center (FAC) as part of the Eagle Pass Independent School District is both an educational institution and a government agency; the District is bound by many parameters and limitations. The first priority of the EPISD is to the educational mission. The service that will be provided to the organization using the FAC will be professional while continuing the ongoing commitment to the educational process. EPISD reserves the right to ensure content is appropriate and is in line with the school district mission.

### Fine Arts Center General Policies

**Artistic Freedom.** No attempt shall be made on the part of the EPISD FAC management or the EPISD to impose prior censorship or review of the material to be presented during an event. Any and all patrons, however, will be responsible for compliance with all local, state, and federal laws, in addition to the ordinances, policies, and regulations of EPISD. Further, no performance, exhibitions, or entertainment shall be given or held in the EPISD FAC which is illegal, indecent, obscene, immoral, or for any reason which, in sole opinion of the EPISD Administration, would create a negative image or which would otherwise create public controversy. If a performance, exhibition, or entertainment is deemed as such by the EPISD FAC management, the management reserves the right to stop the event at any time.

**Electronic Devices.** Ringing cellular phones and paging devices interrupt the performance and will not be tolerated. Patrons are reminded that cell phones should be turned off upon entry in the EPISD FAC and pagers should be set to vibrate.

**Operation of Equipment.** Only trained EPISD FAC personnel are allowed to operate the electronic equipment, sound controls, lights, etc. in the auditorium. **STUDENTS WILL NOT BE ALLOWED TO OPERATE THE EQUIPMENT.**

### Fine Arts Center Rules of Use and Contract

Organizing sponsors who use the EPISD Fine Arts Center (FAC) are responsible for adhering the following rules and communicating them to their performers, staff, students, parents and audience members as appropriate.

1. The Student Activity Center and Fine Arts Center shall be available only for UIL sporting events and for use by nonprofit organizations:
  - a) The regularly scheduled educational program, including instructional activities, such as meetings, practices and performances of school-sponsored groups related to official school business.
  - b) Meetings and other activities of groups organized for the sole purpose of supporting schools or school-sponsored activities.
  - c) Meetings and other activities of groups comprised primarily of school-age children.
  - d) **The District may cancel any FAC usage agreement by giving notice prior to usage.**
2. At least one EPISD FAC Representative, approved by the Superintendent, must be on-site and accessible throughout the event. This individual will be responsible for locking and unlocking doors for the event.
3. Organizing sponsors are responsible for their patrons, students and/or performers.
4. The organization must have a campus administrator who remains on site until all guests and participants have vacated the FAC.
5. Participants and audience members will not be admitted to enter the FAC until the EPISD representative is present.
6. Children shall be supervised at all times
7. The organization's representative is responsible for the following:
  - a) Indicating when the house is ready for the performance to begin,
  - b) Supervising ushers, security, and other house personnel during the entire event,
  - c) Indicating intermissions times, and
  - d) Communicating with FAC staff and technicians
8. The organization is responsible for enforcing safe occupancy limits.

9. The number of participants may not exceed the authorized capacity.
10. Aisles shall be kept unobstructed at all times.
11. Vehicles shall be parked in designated areas only.
12. Nothing may be attached to the arms of the seating.
13. Gaffers tape should be used to mark the stage. **No tape fasteners of any kind should be used on walls or doors.**
14. Prior approval must be given from FAC Manager or designee before signs, banners or pennants are displayed. In no event, shall signs, banners or pennants deface the property or be in place more than one hour before or after facility use.
15. Any equipment, instruments, scenery, props, costumes, or other related items must be removed by the end of the scheduled occupancy. The using organization is responsible for items left unattended in the FAC.
16. Using organizations must bring their own extension cords, power strips, and office supplies.
17. The use of tobacco, alcoholic beverages, and drugs is strictly prohibited on school property.
18. Animals are not permitted inside the FAC except for accessibility reasons or associated with a performance with prior approval by District designee required.
19. The facility will be empty and lights out by 11 p.m. on school nights and midnight on non-school nights.
20. Events lasting more than 2 hours consecutively must have an intermission to allow technicians and facility staff to have a necessary break.
21. Events lasting more than 4 hours consecutively must allow technicians and facility staff the opportunity to have a meal break.
22. Multi-day events must allow a minimum of 8 hours between the evening end time and the following morning start time.
23. Participation shall not be restricted for reasons of race, religion, sex, creed, national origin or handicapping condition.
24. All activities shall be orderly, lawful and of a nature not to incite others to disorder. Reasonable security arrangements, as determined by the District and appropriate for the type of event, shall be required.
25. Organizations shall comply with all federal, state and local laws, regulations and licensing requirements.
26. The FAC technicians are responsible for operating lighting, sound, and stage. Organization representatives should direct concerns to the FAC manager or designee.
27. The FAC and its staff may not be requested to provide content of any kind including music or text.
28. Content to be presented by the FAC staff (music, videos, etc.) must be provided at least ten days prior to event or first rehearsal with proper labeling and documentation.
29. Time limits shall be strictly observed. Organizations must clear all areas as per the usage agreement or they will forfeit future privileges.
30. Concessions (non-food only) will be overseen by the FAC Manager or designee.
31. Requestor is responsible for providing and setting up tables and/or chairs needed for the requested event.
32. The building shall be left in a neat and orderly condition. All user groups shall be held responsible for reimbursing the FAC for the cost of damage, loss or excessive cleaning charges incurred as a result of their use of the facility. Organizations which cause recurring damage may lose the privilege of using facility.
  - a) Helium balloons are not allowed in the FAC
  - b) Food, drink and gum are not allowed in the Auditorium at any time. Ushers will remain posted at the doors of the Auditorium to enforce this rule.
  - c) Glitter, confetti or any similar decorations are not allowed in the FAC.
  - d) All concession items (non-food only) must be pre-approved by FAC Manager or designee.
  - e) All merchandise sales or orders must be pre-approved by FAC Manager or designee.
33. It is vital that you read the Fine Arts Center Rules in their entirety. The rules and regulations are in place to maintain the safety of all involved, and the facility itself. By signing this agreement, you take responsibility for students who are under your supervision while they are in the center.

34. In order to reserve the Fine Arts Center, you must fill out a Facility Use Request and have it on file with the EPISD director. You will receive a copy of the request back to you letting you know if the reservations is granted or denied.
35. Rehearsal time will be granted but must be kept at a minimum in order to work around the FACs schedule, and to keep lighting and instrument use to a minimum. You must use classroom space for the bulk of your rehearsals.
36. The EPISD FAC director or a technical director will be on the premises at all times the theatre is occupied. The director is the only one with the keys to the center. You will be contacted by the director to verify the time the center will be open for load in or load out of any equipment, props etc. being used in your production, to getting ready for rehearsals and or performances.
37. A full clean-up is expected immediately after your last performance. Please contact the director for help in organizing the clean-up so you and the center can proceed in a timely and safe fashion. The clean-up also includes trash removal in and wiping down of make-up and dressing rooms.
38. Visitors are prohibited in the backstage area of the FAC. This includes make-up, dressing, green rooms and back hallways. If a student wants to visit family and friends, please have the student meet with them in the lobby, or out on the main plaza in front of the center. This provision is for safety and legal reasons. The director or technical director in charge of your production will clear the auditorium as soon as possible after the show in order to save equipment and light burn. Please encourage student performers to meet with family and friends in the lobby or on the plaza after the performance.
39. The use of the theatre seating area is restricted at all times to audience members only. This means that during rehearsals, set up/clean-up periods and performances, students/performers are required to stay out of the audience seating area. They may use any of the backstage facilities. Do not put students in the audience seating to give instructions or notes.
40. Absolutely no food and drink is allowed in the EPISD FAC. Covered bottled water is allowed in the backstage area, but not on stage or in the audience seating hall. There is no sale of refreshments or concessions inside the EPISD FAC.
41. You are responsible for your performers/students during their stay at the EPISD FAC. For safety reasons, do not allow them to climb ladders, or handle equipment. There is a great deal of expensive equipment in this facility.
42. If the EPISD FAC sustains damage, premeditated or accidental, from your unattended student(s), whether it be graffiti, damage to the equipment or facility, or injury to other persons, all of your reservations to the center will be cancelled and you will not be allowed to use the facility until you have been cleared to do so by the director and the superintendent of the school district. Your signature on the form, along with a signed and approved Facility Use Form will constitute a use contract with the EPISD.
43. The using organization representative will be notified of infractions and given the opportunity to correct issues. However, FAC staff is fully within their rights to refuse to continue the event until the infraction is corrected. If resolution is not reached in a timely manner, the FAC staff is authorized to end the event. It is the responsibility of the using organization representative to interact with their guests and resolve issues of reimbursement or restitution.



**By signing below the applicant acknowledges to have received, read, and agrees to comply with all of the above *Use of School Facilities Rules and Guidelines*, including the *Fee Schedule*, as outlined in this application.**

Executed on this \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

Name of Requestor(s): \_\_\_\_\_ Email \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant/Requestor

### APPROVALS

\_\_\_\_\_  
Signature of Campus/Department Administrator Date  
(Must complete and sign the top section of page 10)

\_\_\_\_\_  
Signature of Deputy Superintendent for District Operations Date

\_\_\_\_\_  
Signature of Chief Technology Officer Date

\_\_\_\_\_  
Signature of Deputy Superintendent for Curriculum & Instruction Date

\_\_\_\_\_  
Signature of Chief of Police Date  
(Police Officer required for all non-school district use events)

\_\_\_\_\_  
Signature of Deputy Supt. for Business & Finance/Designee Date  
(Must complete and attach Fee Estimate)

\_\_\_\_\_  
Signature of Superintendent Date  
(SAC/ waiver of facility fee/or as appropriate)

## ESTIMATED FEES (FOR SCHOOL DISTRICT USE ONLY)

### TO BE COMPLETED BY THE CAMPUS/DEPARTMENT ADMINISTRATOR

Number of Custodians: \_\_\_\_\_

Number of Peace Officers: \_\_\_\_\_

Number of Technicians: \_\_\_\_\_

Signature of Campus/Department Administrator \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY THE ACCOUNTING DEPARTMENT (In accordance with Fee Schedule)

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

Date(s) Requested: \_\_\_\_\_

Time From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM Total Hours: \_\_\_\_\_

Use of Facilities Hrs Requested: \_\_\_\_\_ Hrly Rate: \$ \_\_\_\_\_ Total \$ \_\_\_\_\_  
(Waiver of facility Fees for non-district use Requires Written Request addressed to Superintendent)

No. of Custodians: \_\_\_\_\_ Hrs Requested\*: \_\_\_\_\_ Hrly Rate: \$20 Total \$ \_\_\_\_\_

No. of Peace Officers: \_\_\_\_\_ Hrs Requested\*: \_\_\_\_\_ Hrly Rate: \$30 Total \$ \_\_\_\_\_  
(Minimum of one (1) police officer is required for all non-school district events)

No. of Technicians: \_\_\_\_\_ Hrs Requested\*: \_\_\_\_\_ Hrly Rate: \$50 Total \$ \_\_\_\_\_  
\*Must include one (1) hour prior/after event as applicable

<b>Total Estimated Fees</b>	<b>\$</b>
<b>Facility Fee Waived</b>	<b>\$</b>
<b>Grand Total</b>	<b>\$</b>

Signature of Accounting Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Deputy Supt. for Business & Finance \_\_\_\_\_ Date \_\_\_\_\_  
(Required if facility fee waived for non-school district use)

Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
(Required if facility fee waived for non-school district use)

*Estimated fee for facilities and personnel will be assessed based on the information provided. Actual costs will be calculated after the event and additional fees may be charged as applicable.*

Account Code (school district use only): \_\_\_\_\_

RECEIPT NO.: \_\_\_\_\_ CHECK NO.: \_\_\_\_\_ AMOUNT PAID: \$ \_\_\_\_\_

COPY TO:  APPLICANT  CAMPUS/DEPT  POLICE  TECHNOLOGY

**Eagle Pass Independent School District**  
 1420 Eidson Road, Eagle Pass, TX 78852  
 Accounting Department (830) 773-5181 Ext. 1046

**ESTIMATED INVOICE**

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

Invoice No. \_\_\_\_\_

Customer Name _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email Address _____

Description	Hrs	Fee per Hr	Total	
Name of event: Date of event : Hours Requested:				
<b>Facility Fees</b>				
Facility Requested: The following will apply to non-school district events: <b>1.</b> A minimum of one Police Officer will be required and charged to the applicant for the duration of the use of the facility. <b>2.</b> The Police Officer will monitor to ensure <b>NO FEES</b> are charge as indicated on the approved application. <b>3.</b> If fees have been collected without indicating on the approved application, the Police Officer will stop the collection of fees and fees collected will be turned in to the accounting department for deposit. <b>4.</b> The Accounting Department will notify the applicant that in order to continue the use of the facility with the fee waiver, a written statement is required to be submitted indicating fees will no longer be charged. If fees continue to be charged, the facility fee will no longer be waived on future requests.	1	\$ -	\$ -	
<b>Personnel Fees</b>				
Custodial Fee (\$20 per hour, per Custodian)			\$ 20.00	\$ -
Security (\$30 per hour, per Security)- (Min. one (1) police officer required for non-school district events)			\$ 30.00	\$ -
Technician (\$50 per hours, per Technician)		\$ 50.00	\$ -	

Payment Type:    ___ Cash Receipt # _____
___ Check # _____

Subtotal	\$	-
Taxes		
<b>Total</b>	<b>\$</b>	<b>-</b>

*You must make payment within **fifteen (15) days** from the date of this invoice in order to avoid the possibility of your account from being submitted to a collection agency which may affect your credit score. **Failure to make timely payment within fifteen (15) days will result in an additional 10% surcharge.***

*Please make payment immediately to:*  
**Eagle Pass Independent School District**  
**Attn: Accounting Department**  
**1420 Eidson Road, Eagle Pass, TX 78852**

**This estimate is subject to change based on actual charges incurred.**  
 For questions regarding this Invoice please contact the Accounting Department at 830-773-5181 Ext. 1046