

# Appendix A - COPPELL ISD FACILITY REQUEST APPLICATION

Organization Requesting Facility \_\_\_\_\_  
Business Address \_\_\_\_\_  
Business Telephone \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Home Address \_\_\_\_\_  
Work Telephone \_\_\_\_\_  
Home Telephone \_\_\_\_\_  
Cell Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

*NOTE: THIS APPLICATION MUST BE RETURNED TO THIS OFFICE 50 BUSINESS DAYS PRIOR TO THE SCHEDULED EVENT FOR MULTI-FACILITY RENTALS AND 30 DAYS PRIOR TO THE SCHEDULED EVENT FOR SINGLE-FACILITY RENTALS.*

Campus and Facility Requested \_\_\_\_\_  
Purpose of Activity \_\_\_\_\_  
Is this a Fundraiser? \_\_\_\_\_  
Will you need the Kitchen? \_\_\_\_\_

## SINGLE USE REQUEST

Date of Request \_\_\_\_\_ Day of Week \_\_\_\_\_  
Times - Open Facility \_\_\_\_\_ Close Facility \_\_\_\_\_

## MULTIPLE USE REQUEST

Days of Week Needed \_\_\_\_\_  
*Patterns of usage: (ex - every Monday, first Tuesday of each month, Monday – Thursday for 4 weeks, etc.)*  
Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
Times - Open Facility \_\_\_\_\_ Close Facility \_\_\_\_\_

List all equipment you will bring to this event \_\_\_\_\_

List all equipment you intend to rent from CISD for your event \_\_\_\_\_

Describe configuration of chairs and tables or attach a diagram if needed \_\_\_\_\_

ESTIMATED NUMBER OF PEOPLE IN ATTENDANCE: \_\_\_\_\_

COPPELL INDEPENDENT SCHOOL DISTRICT - DIVISION OF GENERAL SERVICES  
1303 WRANGLER CIRCLE · COPPELL, TEXAS 75019 · (214) 496-8082  
Return Form by Fax (214.496.8044) or email [dlopez@coppellisd.com](mailto:dlopez@coppellisd.com)

## Appendix B - COPPELL ISD FACILITIES LICENSE AGREEMENT

THIS AGREEMENT OF LICENSE IS ENTERED INTO BETWEEN THE COPPELL INDEPENDENT SCHOOL DISTRICT (“LICENSOR”), a political subdivision of the State of Texas, whose address is 200 S. Denton Tap Road, Coppell, Texas 75019 (hereinafter referred to as the “School District”), AND \_\_\_\_\_ (“LICENSEE”), whose address is \_\_\_\_\_, upon the terms and conditions set forth in this Agreement.

1. The LICENSOR hereby grants the LICENSEE a license for the use of \_\_\_\_\_ in accordance with guidelines established by the Board of Trustees as set forth in Board Policy GKD (Local).
2. The facility(s) shall be used for the following purpose(s): \_\_\_\_\_.  
on the \_\_\_ day of \_\_\_\_\_. This facility(s) will be opened at \_\_\_\_\_ and will be closed at \_\_\_\_\_. Multiple use dates (please list): \_\_\_\_\_.  
Termination of Licensee date \_\_\_\_\_
3. Licensee is a resident of the District and desires to use the facility designated below. Licensee represents that such use is neither personal nor commercial.
4. The license herein granted shall extend only to such facility/facilities and no other. The license granted may be terminated by LICENSOR at will.
5. The LICENSEE agrees to the following TERMS AND CONDITIONS:
  - a. LICENSEE has read, understands, and agrees to the terms and conditions listed in the Application Packet. \_\_\_\_\_ (Signature of LICENSEE)
  - b. LICENSEE shall indemnify and save and hold harmless the School District and its officers, agents and employees from all suits, actions, losses, damages, claims or liability of any character, type or description, including without limiting the generality of the foregoing all expenses of litigation, court costs, and attorney’s fees for injury or death to any person, or injury to any property, received or sustained by any person, or injury to any property, arising out of, or occasioned by the acts of Licensee, its members, agents, employees or invitees arising out of, caused by, or in any way connected with Licensee’s use of the facility.
  - c. LICENSEE shall furnish and maintain in full force and effect at all times during the term of this Agreement a policy of liability insurance with an insurance company licensed and authorized to do business in the State of Texas.
  - d. The policy must name School District as a Certificate Holder and additional insured, and must insure School District and Licensee against all claims for property damage, personal injury or death and all liability and expenses in connection therewith arising out of, resulting from, or connected to.
  - e. The policy must contain policy limits of at least \$1,000,000 for Combined Single Limit for Bodily Injury and Property Damage Liability coverage. Such policy must be on an Occurrence basis. Licensee shall furnish to School District a certificate of insurance evidencing such coverage ten business days before the due date for payment of the use fee.
  - f. LICENSOR is under no obligation to maintain and/or improve district owned property for the benefit of the LICENSEE.
  - g. The fee is due and payable by the close of business ten business days before the first date of use. Checks are to be payable to “Coppell Independent School District”. Two party checks will not be accepted. Failure to make timely payments voids this agreement.
  - h. Use by licensee or by others at the invitation or sufferance of licensee is solely at the risk of licensee. School District shall not provide nor is responsible for providing security of any type. School District makes no representation that the facility is safe or suitable for any particular use.
  - i. Licensee shall be required to pay for any damages to the facility resulting from Licensee’s use, including but not limited to damage caused by or resulting from use by any invitee of licensee or by any person whom licensee allows to participate in licensee’s use.

- j. Licensee further agrees to defend, at its own expense, and on behalf of the School District and in the name of the School District, its officers, agents and employees, any claim or litigation brought in connection with any such injury, death or damage.
- k. School District reserves the right to cancel this agreement without notice and without penalty in the event of a conflict with school-related use, which shall take priority. In such event, School District shall make reasonable efforts to accommodate Licensee by substitution of a different school facility or different date or time. In the event substitution is not acceptable to Licensee, this agreement is terminated. Any payment previously made by Licensee shall be refunded within a reasonable time. School District shall have no liability for any consequential damages resulting from such cancellation, and liability in all such events shall be limited to return of any prepayment. If Licensee cancels less than 72 hours before the date of use, District shall retain all monies collected for the event.
- l. Licensee shall not advertise nor represent that any use of School District facilities constitutes endorsement, sponsorship, participation or approval by School District of any activity by Licensee.
- m. Licensee shall not assign this Agreement.
- n. Any notice required by this Agreement may be delivered by any reasonable method, including telephone or facsimile document transfer. Payments hereunder shall not be effective until actually received by School District.
- o. This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Dallas County, Texas.
- p. Words of gender used in this Agreement shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless the context requires otherwise. q) If any term or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect and in no way be affected, impaired or invalidated.
- q. The failure of either party to insist in one or more instances upon the performance of any of the terms or conditions of this Agreement shall not be construed as a Waiver of future performance required by such term or condition, and the obligations of either party with respect to the term or condition, and the obligations of either party with respect to the term or condition shall continue in effect as if no forbearance had occurred. No covenant or condition of this Agreement may be waived except by written consent of the waiving party.
- r. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter of this Agreement, and contains all of the covenants and agreements between the parties with respect to the subject matter. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreement, or anyone acting on behalf of any party, that are not set forth in this Agreement, and that no Agreement, statement, or promise not contained in this agreement shall be valid or binding.

Initial: \_\_\_\_\_

CONTINUE TO NEXT PAGE FOR AUTHORIZED SIGNATURE AND DATE

Fees for the use of the above-named facility are as follows:

Category	_____	\$ _____.
Facility	_____	\$ _____.
Building Fee	_____	\$ _____.
Custodial	_____	\$ _____.
Supervisor	_____	\$ _____.
Technician	_____	\$ _____.
Maintenance	_____	\$ _____.
Kitchen Supervisor	_____	\$ _____.
Equipment Fee	_____	\$ _____.
Other Charges	_____	\$ _____.
<b>TOTAL FEES TO BE PAID</b>	_____	\$ _____.

*Fees must be paid ten Business Days prior to the scheduled event.  
Payment(s) must be made by business check, cashier's check, or money order.  
Checks that are returned with Insufficient Funds and/or if you fail to make the payment  
within the 10 business days of the scheduled event, will result in the immediate  
CANCELLATION OF THE EVENT.*

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

**COPPELL INDEPENDENT SCHOOL DISTRICT**

DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_

TITLE \_\_\_\_\_