

USAGE CLASS: ISLAND FOUNDATION SEASHORE CHARTER SCHOOLS PUBLIC

FOR PUBLIC USAGE CLASS (Each item must be on file prior to approval)

1. COMMERCIAL GENERAL LIABILITY CERTIFICATE OF INSURANCE WITH MIN \$1,000,000 LIMIT;
ISLAND FOUNDATION NAMED AS ADDITIONAL INSURED.

Verified by: _____ Date: _____

2. FACILITY USAGE AGREEMENT/WAIVER

Verified by: _____ Date: _____

ALL SCHOOL FUNCTIONS TAKE PRIORITY AND SCHOOL USAGE IS SUBJECT TO CHANGE AT ANY TIME AT THE DISCRETION OF THE SCHOOL DIRECTOR

FOR OFFICE USE ONLY:

RECEIVED BY: _____	DATE: _____
APPROVED BY: _____	DATE: _____
DENIED BY: _____	DATE: _____
REASON: _____	

SEASHORE CHARTER SCHOOLS

FACILITY USE AGREEMENT

Agreement between Island Foundation, Inc. and Tenant for space in the facility located at _____, Corpus Christi, TX 78418, also known as _____.

Island Foundation, Inc. agrees to allow Tenant to use said facility as outlined below:

DATE(S)	TIME(S)

The fee(s) associated with the use of said facility is/are:

FACILITY FEE: \$50.00/hr x _____ hrs reserved = \$ _____

CLEANING DEPOSIT*: \$100.00 *refundable; if food and/or beverages present at event

DAMAGE DEPOSIT:** \$250.00 **refundable, one-time deposit

TOTAL FEE: _____

All fees must be paid in full by check or cash prior to the facility use date.

In the case of recurring usage, tenant will be billed by Owner on a monthly basis, in advance.

The Facility Fee is based on number of hours Tenant has reserved the facility. If Tenant uses facility for fewer hours than reserved, Tenant is still responsible for the cost of renting the facility for the entire duration of the reservation as listed in this agreement.

Tenant has a responsibility to vacate the facility undamaged after each use. In the event the facility sustains damage in which the Tenant is responsible, the damage deposit shall be forfeited, and additional charges may be assessed to be paid before continued usage of facility by Tenant is allowed.

If Tenant is using the Seashore Middle Academy Gymnasium, Tenant has a responsibility to clean and close up the facility in compliance with the Gym Rental Cleanup Checklist. In the event Tenant fails to adhere to and complete the Gym Rental Cleanup Checklist, the cleaning deposit shall be forfeited.

For the purposes of this agreement, the facility consists of all indoor and outdoor premises associated with this property.

Use of the following is included in this agreement:

- _____
- Parking Lot
- Air Conditioning/Heating
- Chairs and tables (upon request)

No other materials (such as school supplies, computers, books, etc.) at the facility shall be used by Tenant without prior written permission by Island Foundation, Inc.

The space in the facility is provided for: _____

Without prior written permission from Island Foundation, Inc., no other use of the space is permitted, and no pets may stay there, even temporarily, nor may the facility be sublet or used for business purposes.

Should Tenant wish to cancel the facility use, Tenant must submit written notice of cancellation no later than five business days prior to the facility use date. If Tenant cancels the facility use less than five business days prior, Tenant shall be charged a one-time cancellation fee of \$150.00.

Tenant has the responsibility to arrange the facility as per Tenant's need and must return facility to the way Tenant found facility prior to each use.

TENANT: _____ **PHONE:** _____

Print Name and Title

TENANT: _____ **DATE:** _____

Signature