



## **LUFKIN MIDDLE SCHOOL AUDITORIUM FACILITIES USAGE GUIDELINES**

1. Absolutely NO food or drink shall be allowed in the Auditorium at any time. Evidence of food or drink found in the Auditorium while under lease shall result in the forfeiture of all or part of the deposit.
2. Technical and administrative fees will be assessed for all auditorium rental agreements.
3. The level of security needed for an event will be determined by the Assistant Superintendent of Administrative Services. The lessee is responsible for providing any needed security.
4. No banners, signs or posters may be hung on inside or outside walls.
5. Lessee is responsible for repair or replacement of any damage or disfigurement to the facility.
6. No electrical or communication devices may be connected to the Auditorium sound or lighting system without prior approval.
7. Non-school related activities requesting to be placed on the Auditorium calendar must be received at least sixty (60) days prior to the date of the event. All school related activities have priority over non-school related activities for the use of the Auditorium.
8. Nothing may be hung, attached to, or suspended from the stage rigging without prior written consent of the Assistant Superintendent of Administrative Services.
9. The lessee is responsible for furnishing all tickets and for advance and performance date sale of tickets. Lessee shall not, under any circumstances, print or sell more tickets for any one performance than there are seats available.
10. Fees for the Auditorium do not include use of other rooms.
11. All groups must sign a Rental Agreement and must furnish liability insurance prior to approval for use. Any organization using school facilities must provide an original Certificate of Insurance, with Lufkin I.S.D. named as the Certificate Holder, indicating a minimum of \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability coverage. In addition, Lufkin I.S.D. must be named as an additional insured on this policy. The insurance carrier must hold a minimum "A" rating from the A.M. Best Company. However, Lufkin I.S.D. reserves the right to determine the

acceptability of a carrier regardless of its rating.

The insurance requirement may be waived by organizations that exist for the improvement of educational opportunity in the District, subject to the approval by the Superintendent or designee.

12. All content (program subject matter/films/music/written programs, etc.) which are to be presented or displayed in or around the Auditorium must be listed in advance on the contract/reservation form and approved by the Assistant Superintendent of Administrative Services
13. The Superintendent, or designee, shall have final discretion over disputes regarding rates, rules, scheduling and regulations.
14. If there are two events scheduled on the same day, there must be a minimum of three hours between events for cleaning and break down/set up of events.

I have received a copy of the Lufkin ISD LMS Auditorium Facilities Usage Guidelines. I agree to abide by all rules and regulations. I understand I could lose my deposit if these are not followed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**FACILITIES INDEMNIFICATION  
AND HOLD HARMLESS  
AGREEMENT**

I, \_\_\_\_\_, am the duly authorized representative of

\_\_\_\_\_, and am empowered to enter into this agreement on behalf of the aforementioned organization or company. I understand that the Lufkin Independent School District (LISD) has insurance which protects the Lufkin Independent School District, its employees, agents, and properties, for school district sponsored and supervised events only. My company or organization understands and agrees that it shall provide proof of full liability insurance coverage to the Lufkin Independent School District upon request, and that it shall assume full responsibility for any property damage suffered by the Lufkin Independent School District as a result of the event or function involved. Furthermore, my company or organization agrees to hold harmless and to indemnify for any damages of the Lufkin Independent School District as a result of any claim for compensation as a result of any injuries of persons or damage to any property which may occur while my company or organization has the right to the use of any facilities owned or operated by the Lufkin Independent School District.

Signed: \_\_\_\_\_

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

Witnessed: \_\_\_\_\_

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