

OCT 24 2022

Approved

**REQUEST FOR AGENDA PLACEMENT FORM**

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Randy Gillespie      TODAY'S DATE: October 18, 2022

DEPARTMENT: Personnel

SIGNATURE OF DEPARTMENT HEAD: *Randy Gillespie*

REQUESTED AGENDA DATE: October 24, 2022

SPECIFIC AGENDA WORDING: Request for approval of Facilities Rental Contract w/Cleburne ISD to hold Johnson County Christmas Party at Cleburne High School cafeteria and authorization for County Judge's signature.

PERSON(S) TO PRESENT ITEM: Randy Gillespie

SUPPORT MATERIAL: (Must enclose supporting documentation)

|  |                           |
|--|---------------------------|
| TIME: 5 minutes  | ACTION ITEM: <u>  X  </u> |
|  | WORKSHOP: _____           |
| (Anticipated number of minutes needed to discuss item) | CONSENT: _____            |
|  | EXECUTIVE: _____          |

**STAFF NOTICE:**

|                               |                              |
|-------------------------------|------------------------------|
| COUNTY ATTORNEY: <u>  X  </u> | IT DEPARTMENT: _____         |
| AUDITOR: _____                | PURCHASING DEPARTMENT: _____ |
| PERSONNEL: _____              | PUBLIC WORKS: _____          |
| BUDGET COORDINATOR: _____     | OTHER: _____                 |

\*\*\*\*\*This Section to be Completed by County Judge's Office\*\*\*\*\*

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_ Date \_\_\_\_\_

**CLEBURNE INDEPENDENT SCHOOL DISTRICT  
FACILITIES RENTAL CONTRACT**

This Cleburne Independent School District ("District") Lease Agreement (hereinafter "Lease" or "Lease Agreement") is executed this the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between the District (hereinafter "Lessor") and Johnson County (hereinafter "Lessee") pursuant to District Board policies GKD(LEGAL), GKD(LOCAL) and the terms and conditions contained herein.

District Facility to be rented: CHS Cafeteria

Address: \_\_\_\_\_

Purpose: Johnson County Employee Christmas Party

Date(s) to be used: December 9, 2022

Time: 4pm - 9pm Approximate # of Participants: 300

Practice Time(s): \_\_\_\_\_ Set-up Time: 4pm - 5pm Decorations  
6pm - 7pm Food Service Setup

**ESTIMATED COSTS:**

Facility: \$ 60.00 first 3 hours and \$ 25.00 per hour thereafter  
Custodian: \$ 30.00 per hour per custodian  
Cafeteria: \$ \_\_\_\_\_  
Sound/Lights: \$ \_\_\_\_\_ per hour  
  
Total Estimate: \$ 380.00  
Deposit Required: \$ \_\_\_\_\_

School Sponsoring Authorization: \_\_\_\_\_

Name of Organization: Johnson County

Party Responsible for Rental of Facilities: Roger Harman / Co. Judge, Randy Gilkspiel / HR Director

Address: 2 Main St., Cleburne TX 76033

Phone: 817 556-6350

E-Mail Address: randyg@johnsoncountytexas.org

Verification of Insurance: yes

Notes:

**INDEMNIFICATION AND INSURANCE TERMS:**

*Subject to Texas Tort Claims Act, Statutes, and Texas Constitution.*

Lessee covenants and agrees to indemnify, defend and hold harmless Lessor, its trustees, agents, servants and employees, from and against any and all: (i) claims for damages or injuries to persons or property arising out of or incident to the leasing of the District facilities named herein; and (ii) injuries, claims or suit damages, including attorney's fees, to persons of whatsoever kind or character, whether real or asserted, occurring during the term of this Lease in connection with the use or occupancy of the District facilities by Lessee, his or its invitees, agents, servants, employees, contractors, or subcontractors.

Lessee further covenants and agrees to obtain and keep in force during the term of this Lease an insurance policy providing for bodily injury and property damage insurance in amounts as follows: ~~\$500,000~~ <sup>100,000</sup> combined single limits bodily injury and property damage liability insurance with an insurance company satisfactory to Lessor, and to furnish Lessor a copy of such policy of insurance or a certificate, validly executed by or on behalf of the insurance company, that such insurance is full force and effect according to the terms hereof. Lessee shall be required to provide proof of insurance prior to the execution of this Lease Agreement

**SPECIAL TERMS:**

1. School facilities may be used by organizations or individuals, as defined in District Policy GKD(LOCAL), when not in use by the regular school program.
2. A Lease Agreement must be executed between the District and the Lessee.
3. If a fee is charged, a deposit must be made at the time of signing the Lease Agreement. The remaining fee will be due at the close of the event.
4. All meetings and/or activities shall be under the supervision of an approved adult who shall be responsible for the care of the District facility.
5. If furniture and/or equipment must be moved, it shall be the responsibility of the Lessee to move, or cause to be moved, and return, or cause to be returned, the furniture and/or equipment to its original place.
6. The Lessee will be charged fees to cover the custodian(s) and/or cafeteria employee(s) cost, and one or more technicians for sound and lights at the Performing Arts Center. See **attached fee schedule**.
7. The Lessee will be responsible for any damages incurred to facilities or equipment during the agreed rental time period.
8. The Lessee agrees to prohibit smoking and any food or drink except in designated areas.

**Signatures**

**Lessee:**

I, Roger Harman, have read the Lease Agreement and Board Policies GKD(LEGAL) and GKD (LOCAL) and the above Indemnification and Insurance Terms, and Special Terms, and agrees to all conditions of this Lease Agreement. If I am executing this Lease Agreement on behalf of an organization, by my signature I affirm that I have the authority to enter into this Lease Agreement on behalf of the organization and to bind the organization to the terms and conditions contained in this Lease Agreement.

Roger Harman  
Individually

On behalf of Johnson County

10-24-22  
Date

**Lessor:**

Shawn Shockler  
Shawn Shockler  
Executive Director of District Operations

10-25-22  
Date

**Cleburne Independent School District  
Use of School Facilities (Policy GKD Local)**

In accordance with policy GKD local, individuals/organizations wanting to use CISD facilities will be categorized into one of four groups. Group I is the only group that is exempt from paying usage fees, as this group is defined as "sponsored by the District". The following information will be used in making the determination of the level of fees to be charged.

Link to CISD facility policy: [http://www.tasb.org/policy/pol/private/126903/pol.cfm?DisplayPage=GKD\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/126903/pol.cfm?DisplayPage=GKD(LOCAL).pdf)

Briefly describe the activity/event that school facilities will be used for:

Johnson County Employee Christmas Party

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|  |  |   |                           |
|--|--|---|---------------------------|
| Name of group/individual in charge of event:   | <u>Johnson County</u>                                | Will this be a competition the public can attend?   | <u>NO</u>                 |
| If a group, name of individual coordinating event:   | <u>Roger Harmon/Co. Judge<br/>Randy Gillespie/HR</u> | Will people be charged an entrance fee?   | <u>NO</u>                 |
| Type of event:   | <u>Christmas Party</u>                               | Length of time of event (in hours)  | <u>5 including set-up</u> |
| Will there be a charge for students to participate?  | <u>NO</u>  | Will concessions be sold?   | <u>NO</u>                 |
| If yes, how much per student?  | <u>N/A</u>   | Estimate of number of people expected to attend:  | <u>300</u>                |
| Who are these payments made to?  | <u>N/A</u>   | Do you or your organization have an insurance policy providing for bodily injury and property damage insurance in the amounts of \$500,000? | <u>YES</u>                |
| Are children that participate in this activity required to purchase supplies from the organizer? | <u>N/A</u>   |   |                           |
| Is any individual profiting from this activity?  | <u>NO</u>  |   |                           |
| If this is a CISD club activity, what co-curricular account is the money being deposited into?   | <u>N/A</u>   |   |                           |

300,000  
Subject to Texas Tort Claims Act

office use only

Randy Gillespie  
Signature of person submitting form

\_\_\_\_\_  
Date

817-556-6350 / randyg@johnsoncountytx.org  
phone number/email address of contact person.

(If you believe your organization should be a school sponsored activity, please contact Shawn Shockler @ 817-202-1100.)