

**AGENDA PLACEMENT FORM**

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: September 26, 2025

Meeting Date: October 14, 2025

Submitted By: Randy Gillespie

Department: Personnel

Signature of Elected Official/Department Head:

\_\_\_\_\_

<b>Court Decision:</b> <small>This section to be completed by County Judge's Office</small>
 <b>10-14-2025</b>

**Description:**

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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(May attach additional sheets if necessary)

**Person to Present:** Randy Gillespie

(Presenter must be present for the item unless the item is on the Consent Agenda)

**Supporting Documentation:** (check one)     PUBLIC     CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

**Estimated Length of Presentation:** 5 minutes

**Session Requested:** (check one)

Action Item     Consent     Workshop     Executive     Other \_\_\_\_\_

**Check All Departments That Have Been Notified:**

County Attorney     IT     Purchasing     Auditor

Personnel     Public Works     Facilities Management

Other Department/Official (list) \_\_\_\_\_

**Please List All External Persons Who Need a Copy of Signed Documents In Your Submission Email**

**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 12, 2025

Time: 4<sup>30</sup>pm - 9pm Approximate # of Participants: 450

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

**ESTIMATED COSTS:**

Facility: \$ 400<sup>00</sup> first 3 hours and \$ \_\_\_\_\_ per hour thereafter  
Custodian: \$ \_\_\_\_\_ per hour per custodian  
Cafeteria: \$ \_\_\_\_\_  
Sound/Lights: \$ \_\_\_\_\_ per hour

Total Estimate: \$ 400.00  
Deposit Required: \$ \_\_\_\_\_

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

Name of Organization: Johnson County

Party Responsible for Rental of Facilities: Chris Boedeker / County Judge  
Randy Gillespie / HR Director

Address: 2 Main St., Cleburne TX 76033

Phone: 817 566-6350

E-Mail Address: candy.g@johnsoncountytx.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: ~~350,000~~ <sup>300,000</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. *not applicable*
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.~~ *not applicable*
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, Christopher Boedeker 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.

  
\_\_\_\_\_

Individually

On behalf of Johnson County

10-14-25  
\_\_\_\_\_

Date

Lessor:

  
\_\_\_\_\_

Shawn Shockler  
Executive Director of District Operations

9/23/19  
\_\_\_\_\_

Date



# Cleburne High School - Cafeteria

## Cleburne ISD Facility Rental Quote

<b>Day</b> Friday <b>Date</b> December 12, 2025 <b>Event Title</b> <i>Johnson County Employee Christmas Party</i> <b>Organization</b> Johnson County <b>Contact Name</b> Randy Gillespie <b>Contact Phone</b> (817) 556-6350 <b>Contact EMAIL</b> randyg@johnsoncountytx.org	<b>NOTES</b>
<b>Set-Up Time</b> 4:30 PM <b>Event Start Time</b> 7:00 PM <b>Event End Time</b> 9:00 PM <b>Tear-down Time</b> 9:30 PM <b>Total Time</b> 5	
<b>TOTAL</b> <b>Facility Fee -</b> \$400.00  <b>Total Rental Fee =</b> \$400.00	<b>Cafeteria</b>