

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT
1050 Dairy Ashford Houston, Texas 77079
Telephone (713) 251-1200

ATHLETIC FACILITIES USAGE FORM

Applications are due six (6) weeks prior to event.

A \$25 non-refundable application fee is due at the time the application is submitted.

_____ Date

Application is hereby made for the rental ad use of the following school facilities:

Name of school or facility _____

1. Date of Usage: _____ Hours (Time) From _____ To _____

2. Name of organization desiring usage: _____

Address _____ Telephone No.: _____
Number Street Zip Code

3. Purpose of usage (Explain in detail using the reverse side if needed)

4. Type of program to be held (Be explicit as to name of speaker, type of entertainment, and the like)

Approximate attendance _____

5. Facilities are available for community use on a rental basis by nonschool organizations. These venues may be used under the agreement that:

- a. The use of the facility does not interfere with the operation of the facility for school purposes.
- b. The request for use has been approved by the Executive Director of Athletics.
- c. Permission is not granted for its regular and continued use.
- d. Any agreement to rent may be canceled by the District in favor of school activities.
- e. Proof of liability insurance is requested for use of athletic facilities. Policy minimum \$300,000 personal - \$100,000 property. (GKD Local Policy)
- f. Any organization or group using school facilities will designate one member of its group as being in charge of and responsible for the program or activity. This person in turn will be responsible to the school at which the event is scheduled.

- g. Groups renting a building for an occasion to which the general public is eligible to attend during that time, and will be held responsible for any damages to school property.
- h. The renter, or group using the building, agrees to restore to original condition any unwarranted destruction of property.
- i. No one will be furnished a pass key. A regular member of the custodial staff or coaching staff will open and close the building.
- j. There will be no use of liquor or tobacco on the property at any time.
- k. Each use will defined as contests or groups of hours any part thereof. A group using the facility with breaks between activities will be charged for each use (or two rentals). Time use will not extend beyond 11:00 p.m.
- l. Rehearsal, set-up, or practice time needed prior to actual date of schedule event will be at the established rental rate for the facility.
- m. Building rental fees must be received at:
 SBISD Athletic Dept.
 Attn: Rentals
 1050 Dairy Ashford
 Houston, Texas 77079
 Five (5) calendar days prior to the building rental date. If the fee is not received five calendar days prior to the event, the building rental will be canceled.

Applicant hereby agrees to the above conditions and agrees to pay all fees associated with the use of the named facilities:

 Signature of Authorized Representative _____
 Print Name

 Name of Organization

 Address _____
 City State Zip Code

 Telephone Number _____
 E-mail

When approved by proper school official, this application will constitute a binding agreement.

Approved by: _____
Athletic Department Approval

Date: _____

	Application Fee \$25
	Certificate of Insurance
	Campus/Site Approval
	Supervisor/Custodial
	Cost Estimate
	Invoice

Rental Stipulations: _____

Fee Addendum Attached: _____