

Athletic Facility Rental Application

Rental Guidelines:

Rental applications are due six (6) to eight (8) weeks prior to event. There will be no expedited rental requests. Facilities are available for community use on a rental basis by non school 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. 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.
- f. Groups renting a facility for an occasion to which the general public is eligible to attend during that time, will be held responsible for any damages to school property.
- g. The renter, or group using the building, agrees to restore to original condition any unwarranted destruction of property.
- h. No one will be furnished a key. A regular member of the custodial staff or coaching staff will open and close the building.
- i. There will be no use of liquor or tobacco on the property at any time.
- j. Rehearsal, set up, or practice time needed prior to actual date of scheduled event, will be at the established rental rate for the facility.

Insurance:

Proof of insurance is required for use of athletic facilities.

- a. Policy minimum: \$300,000 personal - \$100,000 property (GKD Local Policy)
- b. A certificate of insurance with SBISD as the certificate holder must be received prior to event or event will be canceled.

Payment:

A \$25 nonrefundable application fee is due at the time the application is submitted. **Applications will not be processed until application fee is received.** Facility rental fees must be received at the following address five (5) calendar days prior to rental date. If the fee is not received five (5) calendar days prior, the rental will be canceled. Accepted forms of payment are cash and check.

SBISD Athletic Department
Attn: Rentals
1050 Dairy Ashford
Houston, TX 77079

Outside Vendors:

Outside vendors may be used on SBISD property with proper authorization and the proper level of insurance. Vendors are subject to a \$100/day vendor fee. For vendor insurance requirements, please visit:

<https://www.springbranchisd.com/about/departments/finance/purchasing/informationforvendors>

Athletic Facility Rental Application



1. Applications are due six (6) to eight (8) weeks prior to event.
2. A \$25 non-refundable application fee is due at the time the application is submitted
3. Submit one application per facility.
4. All parties/organizations must provide a Certificate of Insurance from your provider with SBISD as the certificate holder.

Select Organization Type:

SBISD School

Profit Organization

Non-Profit

**** Non Profit Organizations must provide tax forms***

Name of Organization Requesting Use: _____

Address: _____

City: _____

State: _____

Zip: _____

Contact Name: _____

Phone Number: _____

Email: _____

Name of Requested Venue: _____

Campus Venue: Gym Gym Qty: _____ Field Track Tennis Courts Court Qty: _____

Date(s) of Use: _____

Day of Week:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Hours of use:

Reservation Start Time: _____

End Time: _____

Event Start Time: _____

End Time: _____

Event Description (Be explicit as to name of speaker, type of entertainment, and the like):

Approximate attendance: _____

Will Tickets be Sold? Yes No

Price per ticket: _____

Will you have vendors at this event? Yes No

Will you request to open Concession Stands? Yes No

Please tell us about the coaches and/or organization requesting use:

Select Set Up Needs (Select all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> A/C | <input type="checkbox"/> Small Locker Rooms | <input checked="" type="checkbox"/> Projector Screen(s) |
| <input type="checkbox"/> Basketball goals | <input type="checkbox"/> Medium Locker Rooms | <input type="checkbox"/> Restrooms |
| <input type="checkbox"/> Bleachers pulled out | <input type="checkbox"/> Large Locker Rooms | <input type="checkbox"/> Small Stage |
| <input type="checkbox"/> DCC Storage Closet | <input type="checkbox"/> Official's Small Locker Rooms | <input type="checkbox"/> Large Stage |
| <input type="checkbox"/> Diving Blocks | <input type="checkbox"/> Official's Large Locker Rooms | <input type="checkbox"/> Scoreboard |
| <input type="checkbox"/> EMS | <input type="checkbox"/> Microphone | <input type="checkbox"/> Soccer goals |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Podium | <input type="checkbox"/> Sound System (Staff Supported) |
| <input type="checkbox"/> Floor Cover (at DCC) | <input type="checkbox"/> Projector | <input checked="" type="checkbox"/> Touch Pads |
| <input type="checkbox"/> Lights | <input checked="" type="checkbox"/> Tables Table Qty: _____ | <input checked="" type="checkbox"/> Trash Cans |
| <input type="checkbox"/> Chairs Qty: _____ | | <input checked="" type="checkbox"/> Water Cows |
| <input type="checkbox"/> Other (please specify special needs): | | |

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

Printed Name

Name of Organization

Date

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

For Department Use Only:

Approved by: _____
Athletic Department Approval

Date

Rental Stipulations: _____

Checklist:

	\$25 Application Fee	
	COI	
	Site Approval	
	Supervisor	
	Custodian	
	Police Officer	
	Cost Estimate	
	Invoice	
	Payment	