

Brownsville ISD  
031901

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(EXHIBIT)

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## Exhibit A—Application for Use of School Facility

1. Date submitted: \_\_\_\_\_
2. Facility: \_\_\_\_\_
3. Area(s) to be used: \_\_\_\_\_
4. Date(s) of use: \_\_\_\_\_
5. Hour(s): From: \_\_\_\_\_ To: \_\_\_\_\_

### Describe persons/organization requesting use of facility and purpose:

6. School sponsored:  
PTA: \_\_\_\_\_ Name/Sponsor: \_\_\_\_\_  
Student school sponsored: \_\_\_\_\_ Name/Sponsor: \_\_\_\_\_  
Approved school organization: \_\_\_\_\_ Name/Sponsor: \_\_\_\_\_
7. Nonschool-sponsored nonprofit:  
Name: \_\_\_\_\_ Purpose: \_\_\_\_\_
8. Nonschool-board approved:  
Name: \_\_\_\_\_ Purpose: \_\_\_\_\_
9. Describe activity: \_\_\_\_\_  
\_\_\_\_\_
10. Number of persons expected: \_\_\_\_\_ Equipment needed: \_\_\_\_\_
11. Lessee understands and:
  - a. Agrees to pay in advance for the base rental fees and personnel costs as determined by the District.
  - b. Agrees to be responsible for any damage occasioned to the leased premise or equipment while being used by the lessee; reasonable use and wear thereof and damage by accidental fire or other inevitable accident only accepted.
  - c. Will indemnify and save lessor, as official agents and employers, harmless from any and all claims; courses of action; and costs arising out of District officers, employees, licensees or invitees, or the acts or omission of any of them. Reservations are subject to cancellation on 24-hour notice if facilities are needed for school activities.

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12. Signature: \_\_\_\_\_  
Print name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

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**For Office Use Only**

<b>Fees</b>	<b>Cost</b>	<b>Total Due</b>
Base rental	\$	\$
Personnel required	\$	\$
Other costs	\$	\$

**Payment for rental fees will be paid in advance.**

Date paid: \_\_\_\_\_ Check number: \_\_\_\_\_ Cash: \_\_\_\_\_ Receipt: \_\_\_\_\_  
Print name: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved by: signature: \_\_\_\_\_

## **Exhibit B—Instructions for Application for Use of a School Facility**

1. The attached form must be completed stating the exact hours the facility will be in use.
2. If a nonprofit organization requests the use of District facilities, the District requires that the lessee provide proof of nonprofit status. A copy of the following documents will be sent as proof:
  - An IRS letter;
  - A state letter; and
  - The appropriate page of IRS Publication 78, Cumulative List of Organizations described in Section 70(c) of the IRS Code of 1954. Copy of one of the above must be attached to the application.
3. At least two weeks prior to the date of use, the application form and any additional required documentation must be returned to:

Business Office  
1900 Price Road  
Brownsville, TX 78521
4. If the applications are approved, rental fees, personnel fees, and any other applicable costs will be entered on the bottom of the form, and a copy will be returned to the applicant for payment. If the applicant is denied, the applicant will be notified.
5. Fees for use of school facilities and personnel costs are due upon receipt of the approved application.
6. The hours stated on the application will be the approved hours that the facility is available for use. The applicant will be billed for any additional time spent in the facility.

### Exhibit C—Air Conditioning and Utility Rates

Building	1-Hour Base 2016–17	1-Hour Base 2017–18
High school classrooms	\$26.60	\$30.00
High school kitchen		\$50.00
High school cafeteria	\$54.60	\$60.00
High school gym	\$56.00	\$75.00
Lecture room	\$26.60	\$30.00
Theater arts facility	\$300.00	\$400.00
Tennis courts	\$25.00	\$35.00
Middle school classrooms	\$9.80	\$12.00
Middle school kitchen		\$35.00
Middle school cafeteria	\$22.40	\$50.00
Middle school gym	\$16.80	\$50.00
Elementary school classrooms	\$9.80	\$12.00
Elementary school kitchen		\$35.00
Elementary school cafeteria	\$16.80	\$50.00
Elementary school gym	\$16.80	\$50.00
Football stadium (with lights)	\$500.00	\$700.00
Football stadium (without lights)		\$500.00
Baseball field (with lights)		\$100.00
Baseball field (without lights)		\$75.00
Softball field (with lights)		\$100.00
Softball field (without lights)		\$75.00

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<b>Building</b>	<b>1-Hour Base 2016-17</b>	<b>1-Hour Base 2017-18</b>
Custodian per hour (30 minutes before/after event)	\$10.96	\$18.00
Security officer (30 minutes before/after event)	\$18.00	\$20.00
Police officer (30 minutes before/after event)	\$18.00	\$35.00
Food service personnel	\$18.00	\$25.00