



FACILITY RENTAL PACKET

HOW TO MAKE FACILITY RENTAL ARRANGEMENTS

- Read carefully, and return completed APPLICATION/RENTAL AGREEMENT TO USE FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT FACILITIES to:

Friendswood ISD
Operational Support Services
c/o Hannah Rose
400 Woodlawn Dr Ste D
Friendswood, TX 77546

- When you submit the Packet to the Facilities Manager, submit specific details, such as: dates, times, facility, area(s), special equipment needs, security needs, etc.
- The applicant must be an adult resident of the Friendswood Independent School District. **No prior plans should be made for facilities usage until the applicant has secured a signed approval application/agreement form.**
- Groups must show evidence of liability insurance in the amount of \$1,000,000 per occurrence/ \$2,000,000 aggregate with the Friendswood Independent School District listed as additional insured and waiver of subrogation. *View sample form enclosed.*
- Nonprofit Status Verification Requirements. All 501 (c) (3) nonprofit organizations, shall provide a copy of their letter of determination from the IRS and a copy of their 501 (c) (3) paperwork as part of this application. *View sample form enclosed.*
- *NOTE: Application/Agreement, Certificate of insurance-COI, and the IRS Letter of Determination-501(c)(3) must be in the same name of the organization renting the facility.
- Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis. Academic and extracurricular activities sponsored by the District will always have priority when any use is scheduled.
- Friendswood Independent School District reserves the right to reject any requests not in the best interest of the District.
- Once your Packet has been reviewed and approved, a copy will be returned to you along with a Facility Rental Fee Sheet for applicable fees pertaining to your rental agreement requirements.
- Your payment is due to the Facilities Manager at least 10 days before the scheduled event. A damage deposit of \$100.00 is required prior to the use of the facilities. If no damage is evident following the use of the facility, the deposit would be refunded or credited toward any additional charges.

Any questions should be directed to Hannah Rose at 281-482-2744 or hrose@fisd12.net.