



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.



**Friendswood Independent School District
APPLICATION/RENTAL AGREEMENT TO USE F.I.S.D. FACILITIES**

RENTAL I.D. No

CONTACT INFORMATION	ORGANIZATION		TODAY'S DATE	
	CONTACT		CONTACT NUMBER	ALTERNATE NUMBER
	ADDRESS		CITY	STATE ZIP CODE
	EMAIL ADDRESS	FAX NUMBER	NON PROFIT ORGANIZATION? YES NO	
EVENT INFORMATION	EVENT DESCRIPTION		ANTICIPATED # OF PARTICIPANTS	
	FACILITY		ROOM/AREA	
	EVENT DATE(S) REQUESTING		START TIME(S)	END TIME(S)
	ADDITIONAL REQUEST/REQUIREMENTS, SPECIAL EQUIPMENT?		SPECIAL EQUIP.CHARGE	SECURITY REQUIRED? YES NO
	PURPOSE OF RENTAL		TOTAL CHARGES	DATE PAID

RENTAL AGREEMENT

THE UNDERSIGNED REPRESENTATIVE AND THE ORGANIZATION THAT HE/SHE REPRESENTS ("APPLICANT") AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT ("FISD"), ITS OFFICERS, EMPLOYEES AND AGENTS, FROM ANY AND ALL CLAIMS, ACTIONS, AND DAMAGES OF ANY KIND, INCLUDING ATTORNEY FEES, THAT MAY ARISE OUT OF THE USE OF THE FACILITY BY APPLICANT OR ITS REPRESENTATIVES, MEMBERS, AGENTS, INVITEES, AND LICENSEES, REGARDLESS OF WHETHER THE DAMAGES ARE CAUSED, IN WHOLE OR IN PART, UPON THE ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OF APPLICANT, ITS REPRESENTATIVES, MEMBERS, AGENTS, INVITEES, OR LICENSEES, OR UPON THE ALLEGED NEGLIGENCE OR ACTS OF FISD, ITS OFFICERS, EMPLOYEES, OR AGENTS.

SCHOOL PROPERTY WILL NOT BE REMOVED FROM THE PREMISES BY THE APPLICANT.

THE USE OF THE FACILITIES SHALL BE LIMITED TO EDUCATIONAL, RECREATIONAL, PHILANTHROPIC, RELIGIOUS, CIVIC, OR SOCIAL ACTIVITIES AND ONLY WHEN THESE ACTIVITIES DO NOT CONFLICT WITH SCHOOL USE OR BOARD POLICIES GKD (LEGAL) AND (LOCAL). IN USING THE FACILITY, APPLICANT AGREES TO OBEY ALL FEDERAL AND STATE LAWS, LOCAL ORDINANCES, RULES OF THE POLICE AND FIRE DEPARTMENTS, AND THE RULES AND POLICIES OF FISD.

THE REPRESENTATIVE AND ORGANIZATION WILL BE RESPONSIBLE FOR AND AGREES TO PAY FOR DAMAGES DONE AS A RESULT OF THE EVENT.

THE REPRESENTATIVE WILL ENSURE THAT ALL FURNISHINGS ARE ARRANGED IN THE WAY IT WAS FOUND BEFORE THE EVENT. ALL LEAFLETS, BROCHURES, AND MATERIALS MUST BE REMOVED FROM THE PREMISES UPON COMPLETION OF THE EVENT.

THE USE OF ALCOHOLIC BEVERAGES OR TOBACCO PRODUCTS IS PROHIBITED ON ALL FRIENDSWOOD DISTRICT PROPERTY.

FOOD AND/OR BEVERAGES ARE NOT PERMITTED IN THE GYMS AND AUDITORIUM FACILITIES OF FISD.

ANY KIND OF CHEWING GUM AND FOOD ITEMS WITH SHELLS SUCH AS, SUNFLOWER SEEDS, PEANUTS, PISTACHIOS, PECANS, ETC. ARE PROHIBITED ON THE TURF AND IN THE TRACK FIELD AREA. IT IS THE APPLICANT'S RESPONSIBILITY TO EDUCATE THEIR COACHES, FANS AND ALL VISITORS ABOUT THIS RULE. BREAKING THIS RULE WILL RESULT IN A FINE OF \$150.00 PER OFFENSE.

THE APPLICANT MUST BE AN ADULT RESIDENT OF THE FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT.

THE ORGANIZATION/REPRESENTATIVE MUST PROCURE LIABILITY INSURANCE AND MAINTAIN THIS INSURANCE THROUGHOUT AND DURING THE TERM OF THE LEASE, IN THE AMOUNT OF \$1,000,000 PER OCCURRENCE/\$2,000,000. **FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT MUST BE NAMED AN ADDITIONAL INSURED AND A WAIVER OF SUBROGATION MUST BE ISSUED IN FAVOR OF FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT.**

APPLICANT HEREBY AGREES TO ALL CONDITIONS MENTIONED IN THIS AGREEMENT AND THE ATTACHED FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT FACILITY USE AGREEMENT AND LOCAL DISTRICT BOARD POLICY. **ANY BREACH OF THE TERMS OF THE AGREEMENT WILL RESULT IN THE IMMEDIATE TERMINATION OF THE USE AGREEMENT.**

sign and date:

AUTHORIZED REPRESENTATIVE: APPLICANT ORGANIZATION:

applicant representative print name and date

Nolan Correa - F.I.S.D Executive Director of Facilities

F.I.S.D. Building Principal/Director Sign & Date

**FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT
2025-2026 Facility Rental Fee Schedule**

NAME OF FACILITY	NON-PROFIT FEE RATE		PROFIT FEE RATE	
	3 Hr. Min Required *(11)	p/Add'l each hour *(5)	3 Hr. Min Required *(11)	p/Add'l each hour *(5)
ELEMENTARY SCHOOLS				
1. Cafeteria	\$132.00	\$44.00	\$264.00	\$88.00
2. Gymnasium	\$87.00	\$29.00	\$174.00	\$58.00
INTERMEDIATE SCHOOLS				
1. Cafeteria	\$132.00	\$44.00	\$264.00	\$88.00
2. Gymnasium	\$120.00	\$40.00	\$240.00	\$80.00
JUNIOR HIGH SCHOOL - NEW FACILITY				
1. Cafeteria (*1)	\$132.00	\$44.00	\$264.00	\$88.00
2. Gymnasium (Boys Or Girls)	\$132.00	\$44.00	\$264.00	\$88.00
3. Gymnasiums Boys and Girls	\$225.00	\$75.00	\$450.00	\$150.00
4. Gymnasium 6th. Grade	\$132.00	\$44.00	\$264.00	\$88.00
5. Auditorium (Includes 2 rooms for dressing)*(14)	\$225.00	\$75.00	\$450.00	\$150.00
6. Auditorium Dressing Rooms-Add'l. 2 Rooms *(15)	\$87.00	\$29.00	\$174.00	\$58.00
7. Track Field	\$66.00	\$22.00	\$132.00	\$44.00
HIGH SCHOOLS				
1. Cafeteria - Original Building	\$132.00	\$44.00	\$264.00	\$88.00
2. Cafeteria - New Building	\$132.00	\$44.00	\$264.00	\$88.00
3. Boys Gymnasium	\$150.00	\$50.00	\$300.00	\$100.00
4. Girls Gymnasium	\$150.00	\$50.00	\$300.00	\$100.00
OTHER FACILITIES				
1. Henry Winston Stadium With Lights	\$330.00	\$110.00	\$660.00	\$220.00
2. Henry Winston Stadium Without Lights	\$267.00	\$89.00	\$534.00	\$178.00
3. Bobby Black Baseball Field With Lights	\$150.00	\$50.00	\$300.00	\$100.00
4. Bobby Black Baseball Field Without Lights	\$135.00	\$45.00	\$270.00	\$90.00
5. Batting Cage	\$120.00	\$40.00	\$240.00	\$80.00
6. HS Softball Field With Lights	\$135.00	\$45.00	\$270.00	\$90.00
7. HS Softball Field Without Lights	\$105.00	\$35.00	\$210.00	\$70.00
8. Admin. Annex Gym	\$105.00	\$35.00	\$210.00	\$70.00
8. Admin. Annex Auditorium	\$120.00	\$40.00	\$240.00	\$80.00
10. Admin. Annex Cheer Room	\$105.00	\$35.00	\$210.00	\$70.00
11. Admin. Annex Training Small or Large Rm.	\$105.00	\$35.00	\$210.00	\$70.00
12. Grass Playing Field Annex, JH & HS	\$45.00	\$15.00	\$90.00	\$30.00
13. Classroom /Multipurpose Rm/Portable Bldg.	\$105.00	\$35.00	\$210.00	\$70.00
14. HS Tennis Courts (*6)			\$45.00	\$15.00
15. Natatorium Rental Fees (*2)				
PERSONNEL FEES - REQUIRED				
1. Stadium Manager, Building Supervisor	\$120.00	\$40.00		
2. Support Personnel Services (*7) (*8)	\$90.00	\$30.00		
3. Lights Technician - Auditorium	\$120.00	\$40.00		
4. Sound Technician-Auditorium	\$120.00	\$40.00		
5. Gym Supervisor-All Gyms/Bldg. Supervisor	\$120.00	\$40.00		
6. Kitchen Manager	\$120.00	\$40.00		
7. Security As Required By District *(10)	\$120.00	\$40.00		
ADDITIONAL FEES - REQUESTED				
1. Concession Stand - Stadium, Base/Softball (*13)	\$50.00	\$17.00		
2. Concession Stand - Field House & JH Gym (*13)	\$35.00	\$12.00		
3. Field Marking Striping (*4)	\$100.00 p/event			
4. Scoreboard/Sound System Use Fee	\$39.00	\$13.00		
5. Video Board Use Fee *(12)	Optional *(12)			

*1. Square Foot Zoned to Cafeteria
 *2. Refer to Rental Fee Schedule page 3 of 3
 *3. To be determined By Director of Rentals
 *4. Field Marking Striping-Baseball/Softball/Soccer Grass Fields
 *5. Added cost for every hour after 3 hour minimum
 *6. Tennis courts p/hr/p/ct. LIMIT 2 courts p/rental.
 *7. Custodian, Life Guard, Level 1 Maintenance, etc.
 *8. Two add'l. hours will be added for cleaning.
 *9. Additional custodial staff will be required during pandemic.
 *10. Security Charges subject to change as per FPD current rate.
 If the Rentals Director deems it necessary, more than one FPD
 may be required per facility according to anticipated crowd.
 *11. Min. fee per day covers 3 hrs. for facility use + add Personnel
 fees required.
 *12. Video board, by arrangements only.
 *13. If renting a concession stand you're responsible for cleaning it.

*14. Two (2) classrooms are included w/Auditorium for dressing rooms. Back dressing
 room by stage is not included in the facility charge fee and may not be available .
 *15. Added cost for any extra 2 classrooms for Auditorium DressingRooms.
 *16. Rental of auditoriums require the use of a District provided lighting, video/sound.
 technicians to oversee operations throughout the event at the rate specified here.
 *17. FACILITIES WILL NOT BE OPEN BEFORE TIME REQUESTED IN THE CONTRACT.
 *18. Additional time for set up, if needed, must be included to the hours
 requested in the contract. A facility will not be open before then.
 *19. A facility is considered opened late when opened after time reequested
 in the contract, not before, ei: requested time 8am; late if opened at 8:01.
 *20. Facilities will not be rented or reserved for individuals or groups with past due
 account balances.
 *21. This Fee Schedule as well as FISD Facility Rentals policies, regulations, and
 requirements, are board approved and cannot be waived, changed, negotiated
 or waived.
 *22. Outside groups are not allowed to use the facilities without going to the proper
 channels, and must have an approved and paid in full lease agreement.

**FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT
2025-2026 Facility Rental Fee Schedule -Playoffs**

FACILITY AND REQUIREMENTS	CATEGORY & RATE *(2)	TOTAL PER PLAYOFF EVENT
HENRY WINSTON STADIUM		
FOOTBALL		
Facility *(5)	\$750.00	
Stadium Supervisor	\$210.00	
Scoreboard	\$60.00	
Announcer *Optional	\$60.00	
Gate Ticket Sellers 2 * \$75.00 ea.	\$150.00	
Gate Ticket Takers 2 * \$60.00 ea.	\$120.00	
Custodians 3* \$210.00 ea.	\$630.00	
Game Administrator	\$150.00	
Security *(1) \$40.00 p/hr p/officer, Min. 3 officers	\$600.00	
Stadium Ushers, 4 * \$60.00 ea.	\$240.00	
Video Board - Optional *(3)	\$600.00 *(3)	
HENRY WINSTON STADIUM		
SOCCER / LACROSSE / TRACK MEETS		
Facility	\$325.00	
Scoreboard	\$60.00	
Announcer	\$60.00	
Gate Ticket Seller \$75.00/Taker 1 * \$60.00 ea.	\$135.00	
Custodians 2 * \$120.00 ea.	\$240.00	
Game Administrator	\$150.00	
Security *(1) \$40.00 p/hr p/officer, 1 needed/Min.	\$120.00	
Video Board - *Optional *(3)	\$600.00 *(3)	
		\$1,090.00
BOBBY BLACK BASEBALL FIELD / HS		
SOFTBALL FIELD / BASEBALL / SOFTBALL		
Field Preparation	\$250.00	
Facility	\$195.00	
Announcer	\$60.00	
Gate Ticket Seller/Taker	\$60.00	
Scorekeeper	\$60.00	
Custodians 1 * \$120.00 ea.	\$120.00	
Game Administrator	\$150.00	
Security *(1) \$40.00 p/hr p/officer, 1 needed/Min.	\$120.00	
		\$1,015.00
HS - FIELD HOUSE / WALTER WILSON GYMNASIUM		
BASKETBALL / VOLLEYBALL		
Facility	\$325.00	
Ticket Seller/Taker	\$60.00	
Book \$30, Clock \$30, Announcer \$60.	\$120.00	
Game Administrator	\$150.00	
Security *(1) \$40.00 p/hr p/officer, 2 needed/Min.	\$240.00	
Custodians 2 * \$120.00 ea.	\$240.00	
		\$1,135.00

*1. Security Charges subject to change as per FPD current rates or anticipated crowd.

*2. Playoff fees are for HS levels, two teams only; all other entities/organizations should apply regular fee as stated in the Facilities Fee Schedule Page 1 of 1.

*3. Video board, by arrangements only. Fee subject to change as per arrangements needs.

*4. Additional custodial staff will be required during pandemic.

*5 Facility charge includes the use of the football field, visitor's locker room, & press boxes. Home-locker room is not available to outside groups.

Normal Business Hours : School Calendar	Monday-Friday 9:30am-11:30am, 5:00 -9:00pm, and Saturday 8:00am-12:00 a.m.		
Normal Business Hours : Summer	M-F: 8:00am - 11:00 am & 5:00pm to 9:00p.m. Sat. 8:00am-12pm		
Facility Rental During Normal Business Hours	LEVEL A / No FISD Lifeguard Required p/hour <i>(*9) (*10)</i>	LEVEL B / FISD Lifeguard Is Required p/hour <i>(*7), (*8), (*9)</i>	LEVEL C / FISD Group p/hour <i>(*7), (*8), (*9)</i>
1. Diving Well/Warm-Up Pool	\$17.00	\$34.00	N/C
2. 25 Yards Racing Course 6-8 Lanes Wide	\$44.00	\$88.00	N/C
3. Entire Facility	\$67.00	\$134.00	N/C
4. Long Term Level A p/lane <i>(*1) (*10)</i>	\$7.50 <i>(*10)</i>		
Facility Rental After Normal Business Hours			
1. Diving Well/Warm-Up Pool	\$35.00	\$70.00	\$35.00
2. 25 Yards Racing Course 6-8 Lanes Wide	\$78.00	\$110.00	\$35.00
3. Entire Facility	\$115.00	\$148.00	\$35.00
4. Long Term Level A p/lane <i>(*1) (*10)</i>	\$7.50 <i>(*10)</i>		
Additional Fees And Requirements			
1. Timing System And Score Board			
a) Qualified Operator <i>(*2)</i>	\$26.00	\$26.00	\$26.00
b) Operator Provided	\$40.00	\$40.00	\$40.00
2. Competition Arrangement <i>(*3)</i>	\$90.00	\$90.00	\$90.00
3. Support Personnel Services <i>(*4)</i>	\$30.00	\$30.00	\$30.00
4. Building Supervisor <i>(*5)</i>	\$40.00	\$40.00	\$40.00
5. Security As Required By District <i>(*6)</i>	\$40.00	\$40.00	\$40.00

**1. Level A, long term rate based on a 6+month rental. For full profit groups the rate is \$15.00 per lane.*

**2. Must be approved by FISD Aquatics Coordinator*

**3. If pool must be set up in competition arrangement ; add extra fee for set up and tear down.*

**4. 3 hours Minimum Required for Support Personnel; Custodian, Lifeguard for level B, C, Security (FPD), etc.*

***4) Additional custodial staff will be required during pandemic.*

**5. Required; Building Supervisor*

**6. Security Charges subject to change as per FPD current rate. If the Rentals Director deems it necessary, more than one FPD may be required according to anticipated crowd.*

**7. Level B and C groups, fees may increase if additional guards are required.*

**8. The rates listed for Levels A, B and C don't include the lifeguard fee, that must be calculated and added based on the total of lifeguard(s) needed per hour, per event and as per building supervisor's discretion.*

**9. 3 Hour minimum rental of facilities p/day & in (1) full-hour increments thereafter & beyond 15 min.*

**10. 10 (ten) lanes MINIMUM rental of facility p/hr and 3 hours minimum p/day. Add \$7.50 in (1) full-hour-increments for any additional hour thereafter & beyond 15 min.*

**11. Two additional hours will be added for cleaning.*

**12. Additional time for set up,when needed, must be included to the hours requested in the contract.*

**13. FACILITIES WILL NOT BE OPEN BEFORE TIME REQUESTED IN THE CONTRACT.*

**14. This Fee Schedule as well as FISD Facility Rentals policies, regulations, and requirements, are board approved and cannot be waived, changed, negotiated or deviated.*

**15. Outside groups are not allowed to use the facilities without going to the proper channels, and must have an approved and paid in full rental agreement.*

ROF Form 6** These are the qualities of a correct Certificate of Insurance "COI". FSD only accepts applications for use of FSD facilities when there is a certificate like this one attached.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/20/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Office of America [Redacted]	CONTACT NAME: [Redacted]	
	PHONE (A/C, No. Ext): [Redacted]	FAX (A/C, No): [Redacted]
E-MAIL ADDRESS: [Redacted]		
INSURER(S) AFFORDING COVERAGE		NAIC # [Redacted]
INSURER A: [Redacted]		
INSURER B: [Redacted]		
INSURER C: [Redacted]		
INSURER D: [Redacted]		
INSURER E: [Redacted]		
INSURER F: [Redacted]		

The name of the insurance company goes on this box

The insured name goes on this box and it should be the same name as the organization seeking to rent FSD Facilities

The date(s) of the lease should always be within this time range

COVERAGES **CERTIFICATE NUMBER:** [Redacted] **VISION NUMBER:** [Redacted]

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN MAINTAINED AND ARE IN FULL FORCE AND EFFECT FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> OTHER: Event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[Redacted]	1/1/2022	1/1/2023	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$2,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Abuse/Molestation \$2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[Redacted]	1/1/2022	1/1/2023	EACH OCCURRENCE \$3,000,000 AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

FSD must be added as additional insured and waiver of subrogation

Policy Number here

The amounts shown, are minimum required levels of insurance

Policy Number here

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Verification of General Liability and Excess Liability coverage for COVERED ACTIVITIES: Abuse and Molestation Aggregate on the General Liability policy is \$4,000,000. Medical Expense Coverage applies to Office Premises and Event Spectators only. General Liability policy includes a 30 Day Notice of Cancellation per policy provisions.

Other Insureds includes the following: USA Swimming, Inc. member clubs, in which all athletes or participants and coaches are members of USA Swimming, Inc., group members, volunteers and "member coaches" solely as respects to "bodily injury" and "property damage" arising from "covered activities" for which a group member has received approval from USA Swimming, Inc. or its authorized representative.

See Attached...

CERTIFICATE HOLDER Friendswood Independent School District 302 LAUREL DRIVE Friendswood TX 77546	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE [Signature]
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Friendswood ISD or "Friendswood Independent School District" is the only name that should be listed here, the "Certificate Holder".



ADDITIONAL REMARKS SCHEDULE

AGENCY Insurance Office of America		NAMED INSURED [REDACTED]	
POLICY NUMBER		[REDACTED]	
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Covered Activities

With respect to USA Swimming member clubs, group members, member coaches, volunteers and additional insured owners/lessors of premises, sponsors and co-promoters, "Covered Activities" are defined as:

1. Swimming meets that have been issued a written sanction or approval. Approval means a permit issued by one to the USA Swimming, Inc. Local Swimming Committees for swimming meets conducted in conformance with USA Swimming, Inc. technical rules in which members and non-members may compete. USA Swimming, Inc. member clubs that either host or participate in a swimming meet that has been issued an approval will be considered an insured provided that all of its athletes or participants and coaches are members of USA Swimming, Inc.
2. Swimming practices, dry land training activities, camps and learn to swim programs where all swimmers or participants are members of USA Swimming, Inc. or U.S. Masters Swimming and are conducted under direct and active supervision of a member coach. Dry land training activities means weight training, running calisthenics, exercise machine training, and any other activity for which an insured has received approval from USA Swimming, Inc. or its authorized representative.
3. USA Swimming, Inc., Swim-A-Thons, fundraising activity which clubs can purchase for lap-a-thons.
4. Approved social events and approved fundraising activities that are social events and activities for which an insured has received approval from USA Swimming, Inc. or its authorized representative.
5. Swimming tryouts. Swimming tryouts means swimming practices where a swimmer(s) who is not and how has never been a member of USA Swimming, Inc. participates with a USA Swimming, Inc. club for a period not to exceed thirty consecutive days in a twelve-month period to determine the swimmer's interest in becoming a member of USA Swimming, Inc.
6. Office premises liability for member clubs and LSCs.
7. STSC, CPR and Lifeguard Certifications of USA Swimming member coaches done by USA Swimming member coaches that are member representatives of one of the approved agencies listed on the USA Swimming STSC In-Water Skills Checklist.
8. "Organized practices" that have been reported and a premium has been paid for. Organized practices are defined as recreation league meets hosted by USA member clubs with community teams that are not USA Swimming member clubs.

The Certificate Holder is included as an Additional Insured on a Primary and Non-Contributory basis as required by written agreement. A Waiver of Subrogation also applies in favor of the Additional Insured as required by written agreement.

Member Club: [REDACTED]

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

ANY PERSON OR LEGAL ENTITY IN WHICH YOU HAVE A WRITTEN CONTRACT, AGREEMENT OR PERMIT WHICH REQUIRES THAT YOU NAME THE CONTRACTING PARTY AS AN ADDITIONAL INSURED.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable limits of insurance;
- whichever is less.

This endorsement shall not increase the applicable limits of insurance.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

SAMPLE COI

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)

This endorsement modifies insurance provided under the following:

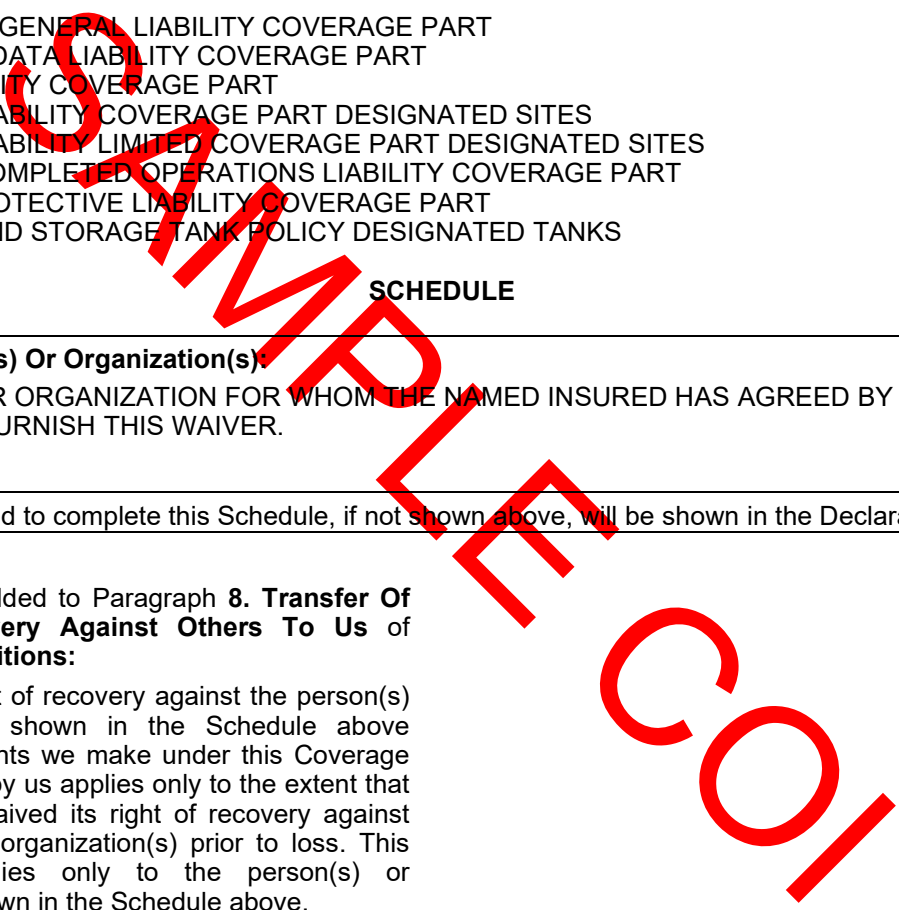
- COMMERCIAL GENERAL LIABILITY COVERAGE PART
- ELECTRONIC DATA LIABILITY COVERAGE PART
- LIQUOR LIABILITY COVERAGE PART
- POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES
- POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES
- PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
- RAILROAD PROTECTIVE LIABILITY COVERAGE PART
- UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

SCHEDULE

<p>Name Of Person(s) Or Organization(s) ANY PERSON OR ORGANIZATION FOR WHOM THE NAMED INSURED HAS AGREED BY WRITTEN CONTRACT TO FURNISH THIS WAIVER.</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery against the person(s) or organization(s) shown in the Schedule above because of payments we make under this Coverage Part. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person(s) or organization(s) prior to loss. This endorsement applies only to the person(s) or organization(s) shown in the Schedule above.



The name &, address of the nonprofit organization goes here.
Note: Application/Agreement, COI and 501(c)(3) must be in the same name of the organization renting the facility.

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

Date: [REDACTED]
Employer ID number: [REDACTED]
Person to contact:
Name: Customer Service
ID number: [REDACTED]
Telephone: [REDACTED]
Accounting period ending:
December 31
Form 990-PF required:
Yes
Effective date of exemption:
[REDACTED]
Addendum applies:
No
DLN:
[REDACTED]

SAMPLE

501(c)(3)

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 501(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Policies and Agreements

These are the qualities of a correct proof of letter of determination from the IRS to all 501(c)(3) non profit organizations.
This form should be attached to your application when requesting FISD non-profit facility rentals fees to determine your eligibility.

Letter [REDACTED]
Catalog Number [REDACTED]

Prohibited Acts

An officer or employee of a district who is acting or purporting to act in an official capacity may not, because of a person's race, religion, color, sex, or national origin:

1. Refuse to permit the person to use facilities open to the public and owned, operated, or managed by or on behalf of the district;
2. Refuse to permit the person to participate in a program owned, operated, or managed by or on behalf of the district;
3. Refuse to grant a benefit to the person; or
4. Impose an unreasonable burden on the person.

Civ. Prac. & Rem. Code 106.001(a)

Right to Preserve Use

A district, like a private property owner, may legally preserve the property under its control for the use to which it is dedicated. *Lamb's Chapel v. Center Moriches Union Free Sch. Dist.*, 508 U.S. 384 (1993)

Forum for Communication

A district may create a public forum of a place or channel of communication for use by the public at large for assembly and speech, for use by certain speakers, or for the discussion of certain subjects. *Perry Educ. Ass'n v. Perry Local Educators' Ass'n*, 460 U.S. 37 (1983); *Chiu v. Plano Indep. Sch. Dist.*, 260 F.3d 330 (5th Cir. 2001)

A district is not required to allow persons to engage in every type of speech when the district establishes a limited public forum; the district may be justified in reserving its forum for certain groups or for the discussion of certain topics. A district shall not discriminate against speech on the basis of viewpoint, and any restriction must be reasonable in light of the purpose served by the forum. *Good News Club v. Milford Cent. Sch.*, 533 U.S. 98 (2001); *Lamb's Chapel v. Center Moriches Union Free Sch. Dist.*, 508 U.S. 384 (1993)

Fees for Use

The board may set and collect rentals, rates, and charges from students and others for the occupancy or use of any of a district's facilities, in the amounts and manner determined by the board. *Education Code 45.033*

Charter Schools

A district may not require a campus or campus program charter that is the result of the conversion of the status of an existing district campus to pay rent for or to purchase a facility in order to use the facility.

A district may not require a campus or campus program charter, or an open-enrollment charter school, to pay for any service provided

by the district under a contract between the district and the campus, campus program, or open-enrollment charter school an amount that is greater than the amount of the actual costs to the district of providing the service.

Education Code 11.1543

Patriotic Societies

If a district has a designated open forum or a limited public forum and receives funds made available through the United States Department of Education, the district shall not deny equal access or a fair opportunity to meet, or to discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code (as a patriotic society), that wishes to conduct a meeting within that designated open forum or limited public forum, including denying such access or opportunity or discriminating for reasons based on the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the youth group listed as a patriotic society.

The United States secretary of education may issue and secure compliance with rules or orders with respect to a district that receives federal funds and that denies equal access, or a fair opportunity to meet, or discriminates, as described above. If a district does not comply with the rules or orders, no funds made available through the Department of Education shall be provided to that district.

[For provisions related to a patriotic society's access to students, see GKE.]

'Youth Group'

"Youth group" means any group or organization intended to serve young people under the age of 21.

Limited Public Forum

For purposes of this policy regarding Patriotic Societies, an elementary school or secondary school has a limited public forum whenever the school grants an offering to, or opportunity for, one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours during which attendance at the school is compulsory.

Sponsorship

Nothing in this policy shall be construed to require a district to sponsor any group officially affiliated with the Boy Scouts of America, or any youth group listed as a patriotic society.

Boy Scouts of America Equal Access Act, 20 U.S.C. 7905

Facilities as Polling Places

A district shall make its buildings available for use as polling places in any election that covers territory in which the buildings are located. If more than one authority requests the use of the buildings

for the same day and simultaneous use is impractical, a district shall determine which authority may use the building. *Election Code 43.031(c)*

No charge, including a charge for personnel, utilities, or other expenses incurred before or after regular business hours, shall be made for the use of a district building for a polling place if the day of the election is a day on which the building is normally open. If the day of an election is a day on which the building is not normally open, a charge may be made only for the reimbursement of actual expenses resulting from use of the building in the election. *Election Code 43.033(a)*

[For provisions related to polling place security, see CKC.]

**Political Party
Conventions**

A district shall not assess a charge for the use of a school building for a precinct, county, or senatorial district convention, except for reimbursement for the actual charges resulting from use of the building for the convention. The district shall provide an itemized statement of expenses to the reimbursing authority. *Election Code 174.0631*

**Facilities as Places
of Worship**

Definitions

“Disaster” has the meaning assigned by Government Code 418.004.

“Governmental entity” includes a political subdivision of this state, including a county, municipality, or special district or authority or an officer, employee, or agent of the entity.

“Person” has the meaning assigned by Government Code 311.005, except the term does not include an employee of a governmental entity acting within the employee's scope of employment or a contractor of a governmental entity acting within the scope of the contract.

“Place of worship” means a building or grounds where religious activities are conducted.

“Public official” means any elected or appointed officer, employee, or agent of this state or any political subdivision, board, commission, bureau, or other public body established by law.

“Religious organization” means an organization open to the public that is a religious organization under Civil Practice and Remedies Code 110.011(b).

Prohibition on
Orders Closing
Places of Worship

A government agency or public official may not issue an order that closes or has the effect of closing places of worship in this state or in a geographic area of this state.

Essential Activities Notwithstanding any other law, a religious organization is an essential business at all times in this state, including during a declared state of disaster, and the organization's religious and other related activities are essential activities even if the activities are not listed as essential in an order issued during the disaster.

A governmental entity may not at any time, including during a declared state of disaster, prohibit a religious organization from engaging in religious and other related activities or continuing to operate in the discharge of the organization's foundational faith-based mission and purpose or during a declared state of disaster order a religious organization to close or otherwise alter the organization's purposes or activities.

Relief Available A person may assert a violation of this prohibition as a claim or defense in a judicial or administrative proceeding and obtain injunctive relief; declaratory relief; and court costs and reasonable attorney's fees.

A person may commence an action and relief may be granted regardless of whether the person has sought or exhausted available administrative remedies.

The attorney general may bring an action for injunctive or declaratory relief against a governmental entity or an officer or employee of a governmental entity to enforce compliance with this provision.

Interpretation This provision may not be construed to preempt a state or federal law that is equally or more protective of the free exercise of religious beliefs or to narrow the meaning or application of a state or federal law protecting the free exercise of religious beliefs.

This provision may not be construed to prevent a governmental entity from providing, either directly or through a person who is not seeking protection under this chapter, any benefit or service authorized under state or federal law.

Civ. Prac. & Rem. Code 110.001(a), .0031; Gov't Code 2401.001-.005

Scope of Use

The Board permits public use of designated school facilities for educational, recreational, philanthropic, religious, civic, or social activities when these activities do not conflict with school use or with this policy.

Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.

Note: See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school-related activities: FM
- Use by noncurriculum-related student groups: FNAB
- Use by District-affiliated school-support organizations: GE

Repeated Use

School facilities shall not be used on a continuous, permanent basis by an individual, group, or organization other than for school-related purposes.

School facilities shall not be used by organizations on a regular basis for a period longer than one year.

Exceptions

The Superintendent may approve a request for an extension of time beyond one year if the organization has a facility nearing completion or has plans for completion within a reasonable time.

The limitations at REPEATED USE, above, shall not apply if the Board determines that a particular facility is no longer needed for school-related activities.

Facilities Not Available

Kitchen facilities may not be used by any group during regular serving and working hours, which shall normally be from 7:30 a.m. to 2:00 p.m.

Kitchen and other cafeteria facilities shall not be available for use during official holidays or during summer recess without special permission from the Superintendent.

Nonprofit Fund-Raising

The District shall permit nonprofit organizations to conduct fund-raising events on District property when these activities do not conflict with school use or with this policy.

For-Profit Use	The District shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with school use or with this policy.
Scheduling	<p>Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.</p> <p>Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.</p>
Approval of Use	The principal is authorized to approve use of facilities on a school campus. The Superintendent or designee is authorized to approve use of all other District facilities except athletic facilities. The athletic director is authorized to approve use of District athletic facilities. Use of all facilities shall be coordinated with the facilities manager.
Exception	No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.
Emergency Use	In case of emergencies or disasters, the Superintendent or designee may authorize the use of school facilities by civil defense, health, or emergency service authorities.
Use Agreement	Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.
Fees for Use	<p>Nonschool users shall be charged a fee for the use of designated facilities, according to the approved fee schedule.</p> <p>The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.</p>
Summer Camps	At his or her discretion, the Superintendent or designee may authorize an organization to conduct a summer camp for children residing in the District's attendance zones. The organization shall be charged a fee according to the approved fee schedule.

Exceptions

The approved fee schedule shall establish priority classifications for facility use and shall specify the fees to be assessed, if any, for each classification based on the type of use requested.

The District recognizes that employee organizations and groups organized for the express purpose of supporting District activities and/or programs provide a benefit to staff, students, and campuses. As a result, these groups shall be permitted to use District facilities without charge.

Organizations that are exempt from facility rental fees include:

1. Organizations representing professional, paraprofessional, and support employees.
2. District-affiliated, school-support, booster, or parent-teacher organizations.
3. School-sponsored, curriculum-related groups.
4. Noncurriculum-related groups [see FNAB].

Even though fees may not be assessed, these organizations shall still be required to receive prior approval for the facility use from the appropriate campus facility administrator.

Required Conduct

Persons or groups using school facilities shall:

1. Conduct business in an orderly manner.
2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products on school property. [See GKA]
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.

Liability Insurance

An individual and/or organization using school facilities shall demonstrate to the satisfaction of the Superintendent or designee that the individual and/or organization possess adequate liability insurance. The user shall furnish evidence of \$1 million in liability insurance coverage for the event and shall name the District as an additional insured on the policy as specified by the District.

Priority

The first priority for the use of any District facility will be given to the established programs of the District. School-related activities always take precedence over rental activity.

General Requirements

The following general conditions apply to use:

1. Applications for the use of facilities must be made to the facilities manager.
2. The facilities manager or designee will resolve any schedule conflicts.
3. If a facility is requested for a specified amount of time and the actual use runs beyond that time, each additional partial hour used will be charged as a whole hour.
4. If an organization needs setup time for a particular event, the setup time must be requested as a part of the total time.
5. Users will pay for any identifiable costs borne by the District on behalf of users including, but not limited to, security, facility supervisor, and janitorial costs.
6. If the District deems it necessary, security will be provided and charged according to the cost incurred by the District. The minimum number of officers needed for an event will be based on the following criteria:

200 to 349 people	1 Officer
350 to 499 people	2 Officers
500 to 649 people	3 Officers
650 to 799 people	4 Officers
800 to 949 people	5 Officers
950 to 1,100 people	6 Officers

7. All facility rentals will be for a minimum of three hours per day, per event, and in one full-hour increments thereafter.
8. Persons and/or organizations using District facilities will be responsible to the District for any and all damages to facilities and/or equipment.
9. The persons and/or organizations using District facilities must comply with all national, state, and local laws, as well as rules of the police and fire departments and all District policies.
10. The use of alcoholic beverages or tobacco products is expressly prohibited on all District property.

11. Depending on the nature of the intended use, the District reserves the right to require any additional personnel that may be deemed necessary for the safe and proper use of school facilities and to ensure that the facility is ready for the next day's activities. An individual's or organization's refusal to furnish the additional personnel may result in the denial of the requested use and the denial of any future use.
12. Minor children will not be permitted to assume responsibility for the use of school facilities.
13. Fees will be forfeited unless a 48-hour written notice is given to the facilities manager.

Signage and
Advertising

The District will allow groups renting District facilities to place temporary signage at the facilities to inform citizens of the program time and/or the location.

However, this signage is only permitted on District property during the same calendar day as the event. Temporary signage must not obstruct the view of school signage and must be removed immediately after the event has concluded. Signage must be approved in advance by the Superintendent or designee.

Other advertising by nonschool groups, including but not limited to, billboards, print, television, or other electronic advertisements referencing or depicting the likeness of a District facility is not permitted.

Approval of Use

The following procedure will be used in making application for use of any District facility:

1. Applications for use can be obtained from the office of the facilities manager. The completed rental application, any required deposits, certificates of insurance, IRS nonprofit status certification, and rental payment will be submitted to the office of the facilities manager at least 15 District business days prior to the date of use. The rental, if granted, will become a contract between the persons and/or organization and the District when signed by an authorized organization representative and the principal or athletics director and District facilities manager.
2. No prior plans should be made for facilities usage until the applicant has secured a signed approval application/agreement form.

3. All applications for the use of District facilities will be made and signed by an officer and/or other responsible representative of a group or organization or by the individual making the request.
4. A damage deposit of \$100 for use of the facilities will be required prior to the use of the facility. If no damage is evident following the use of the facility, the deposit will be credited toward any additional charges or it will be refunded.

Facility use contracts will be approved and retained by the facilities manager for recordkeeping.

Fees for Use and
Use of Facilities

Individuals and organizations will be charged for use of District facilities according to the following guidelines:

1. Use of facilities will be charged according to the facility rental fee schedules in effect and for a minimum of three hours per day, per event. Any portion of an hour beyond 15 minutes will be billed in one-hour increments.
2. Rental fees will be charged based on the group/organization's classification type (nonprofit or for-profit). Nonprofit fee rates will only apply to those organizations providing a Determination Letter from the IRS stating their 501(c)3 status. The IRS Determination Letter must be in the name of the organization renting the facility.
3. In addition to facility rental fees, there is a three-hour minimum for all required support personnel, as per the District fee schedule.
 - a. All support personnel hours worked after the three-hour minimum and beyond 15 minutes will be billed in one-hour increments.
 - b. The facilities manager will determine the minimum number of support personnel necessary based on the type of activity and the anticipated number in attendance.
 - c. Organizations renting the facility may provide additional labor; however, this will not supersede or replace the requirements stated above and/or the Facility Rental Fee Schedule.
4. Charges for an event are assessed from the time the building is opened for the group or organization until it is cleaned and secured. The organizational sponsor or representative must be present until everyone, except for District support staff, has vacated the building.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

5. School equipment is not a part of the facilities use fee. These items will be charged separately.
6. Requests for moving equipment for renting a facility will be at the discretion of the facilities manager. Additional fees may be incurred for costs associated with moving equipment.
7. The organization's representative, at the time of application, must notify the facilities manager of any equipment that belongs to the District that the organization wishes to use for the function. District personnel will not permit the use of equipment that is not stated in the rental agreement.
8. Food and/or beverages are not permitted in District gymnasiums or auditoriums.
9. Parent/teacher/employee organizations and other adult groups organized for the express purpose of supporting District activities and/or programs (e.g., PTO and booster clubs) will be permitted to use District facilities without charge for facility use. However, charges for required support personnel staff such as custodial, maintenance, and the like may be assessed. Such charges will be the responsibility of the school-sponsored groups.

Rental events that necessitate an additional trash pickup (i.e., carnivals, spaghetti dinners, dances, band marching contests, and the like) will result in the group or organization being charged an extra fee for each additional dumpster and/or trash pickup. The facilities manager will determine the need, if any, based on the type of function to be held.
10. Any group or organization wishing to use a school kitchen will be required to have a District-appointed kitchen manager on duty to handle and supervise the use of equipment and food safety during the entire time the facilities are rented or used.
11. The city council, the city police, and the city fire department may be permitted facility use without charge for meetings or programs. Only costs of janitorial services will be charged.
12. At the discretion of the Superintendent or designee, groups organized by District coaches and teachers may be authorized to hold athletic or fine arts camps for children residing in the District attendance zone. These organizations will be charged a fee rate according to the fee rates established by the Friendswood community education administrative office. All other entities will be charged according to the entity's for-profit or nonprofit status.

13. Payment for use of a facility will be as follows:
 - a. If the rental of the facility is for a one-time use, payment will be made at the time of the application and confirmation at least 15 District business days in advance of the requested usage.
 - b. If the rental of the facility is for repeated use, payment will be made at the end of the month. The request to use the facility the first time must be made at least 15 District business days in advance of the requested usage.
14. Rental rate charges will start from the time the building is opened and will continue until the building is secured.

Any school and/or community group wishing to rent a facility for an extended period of time must meet with the Superintendent or designee to develop a long-term rental rate.

Facilities that are not in use by the District may also be considered for rental by establishing a written agreement approved by the Superintendent or designee.