



CISD Facility Use Application

Campus: _____ Room or Location: _____

Dates/Times Requested: _____

Name of Organization: _____

Address: _____

Telephone Number: _____

Email: _____

Certificate of Insurance Attached: yes _____ no _____

Estimated Cost of Use: _____

All users of school facilities must guarantee orderly conduct, underwrite any damages to the facilities, be responsible for building security, conduct only lawful activities, and free the school from any claims or damages arising out of such use. All CISD Board policies and procedures must be fully enforced.

** Access Fobs and Keys will no longer be issued for facility rentals. A custodial fee or field manager may be charged for opening and closing of all cafés or gyms for rental events.*

PAYMENT MUST BE MADE BEFORE FACILITIES CAN BE USED.

I, _____, the undersigned do fully understand and agree to abide by all regulations stipulated in the Community I.S.D. Board Policy regarding use of school facilities **including no pets inside gated areas or on the turf, except service animals.**

Applicant Signature

CISD Facility Lease Administrator

Approved: _____ **Declined:** _____

GROUP I: SCHOOL RELATED / SPONSORED GROUPS, Exclusively CISD

- A) Student Groups (Drama Club, Student Council, Spanish Club, etc.)
- B) Booster Clubs (Athletic, Band, FFA, etc.)
- C) Community ISD contracted After School Programs
- D) Parent-Teacher-Student Organizations
- E) Other School Related Groups (As determined by a representative of the Facilities Department, the Superintendent, or his/her designee)

GROUP I SCHOOL RELATED / SPONSORED GROUPS	<i>All Schools</i>
Custodian	\$35/hour (weekends/holidays)
Event Manager	\$35/hour

GROUP II: COMMUNITY BASED YOUTH LEAGUES, 80-100% CISD STUDENTS

- A) Community Pee Wee and Cheer
- B) Community Youth Basketball Association
- C) Community Youth Soccer (CFC)
- D) Community Youth Baseball/Softball
- F) Community Youth Volleyball Association.

GROUP II-CYBA, CYA, CYFA AND CYVA	<i>Fields and Gyms</i>
Per Participant Fee	\$5/each
Custodian	\$35/hour (weekends/holidays)
Gym/ Field Manager	\$35/hour
Use of Utilities (lights, water, HVAC)	\$15/hour
Athletic Complex Concessions	\$500/per season
Fryer Penalty (failure to clean it)	\$50/per incident

GROUP III COMMUNITY-RELATED/FOR PROFIT GROUPS

- A) Select Youth Sports Clubs
- B) After-school programs not contracted with the District
- C) Club Sports / Activities / Leagues
- D) Churches
- E) Homeowners Associations
- E) Civic Organizations
- G) Neighborhood Watch
- H) Other Community-Related Groups (As determined by a representative of the Facilities Department, the Superintendent, or his designee)

GROUP III COMMUNITY-RELATED GROUPS	<i>Elementary Schools</i>
Elementary Cafe - three hour minimum	\$75/hour
Elementary Gym - three hour minimum	\$75/hour
Specialty Spaces (non classroom)	\$25/hour
Event Manager-three hour minimum	\$35/hour
Custodian- three hour minimum	\$35/hour
Kitchen Worker	\$25/hour
Use of utilities (water, lights, HVAC)	\$15/hour

GROUP III COMMUNITY-RELATED GROUPS	<i>Secondary Schools</i>
Secondary Cafe - three hour minimum	\$100/hour
Secondary Gym - three hour minimum	\$100/hour
Turfed Softball Field-two hour minimum	\$100/hour
Turfed Baseball Field-two hour minimum	\$100/hour
Field Lighting	\$15/hour additional
Turfed Football Fields	\$150/hour
Performing Arts Center - three hour minimum	\$1000/hour
GROUP III COMMUNITY-RELATED GROUPS	<i>Secondary Schools-continued</i>

Sound/Light Technician - three hour minimum	\$30/hour
Event Manager - three hour minimum	\$35/hour
Custodian - three hour minimum	\$35/hour
CISD Police	\$65/hour
Athletic Complex Concessions	\$500/per season
Fryer Penalty (failure to clean it)	\$50/per incident

Use of Community ISD Parking Lots

All requests to use school district parking lots will require a certificate of liability and a written release of indemnity by the organization and its participants.

The District reserves the right to limit or exclude certain parking lots from use and the times they may be used.

Use of Artificial Turf Fields

Community ISD will allow the artificial-turf fields with the district's master Facility Usage Policy (GKD LOCAL.) All terms and conditions of the policy will apply, including proof of \$1,000,000 liability insurance coverage. The following are specific to the turf fields at the middle schools only.

Generally, turf fields and stadiums will not be made available during normal school hours or on days when district events are scheduled.

All fees listed are for the "home" (press box) side only.

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No outside groups will be given access to the press box area of the stadium without supervision by District personnel.

Prior to placing any equipment on the track or playing field, a suitable, protective covering MUST be installed. Community ISD has final approval on any and all stage, seating, sound, lighting, or other equipment brought into the stadium.

Parking attendants, ticket takers, and security ARE NOT included and must be provided by the renter.

No animals, except for service animals, are allowed on any fields (turf or sod).