# GENERAL GUIDELINES, RULES, AND PROCEDURES FOR RENTING BROWNSBORO ISD FACILITIES

Brownsboro ISD welcomes the use of district facilities by outside organizations/groups; however, such use of District facilities shall not be permitted when it interferes with the educational programs of any campus or district–scheduled activities, including facility maintenance and/or repair projects. The Board of Trustees and the Administration of the Brownsboro ISD will assure the taxpaying public that school facility use is in no way detrimental to the regular educational program.

Public school buildings are provided primarily for the regular educational program of the Brownsboro Independent School District, and they must be maintained at all times in a satisfactory manner for this purpose. The use of public school facilities outside of school hours may be granted for non-profit educational, cultural, recreational, and civic activities as freely as is consistent with the statutes of the State of Texas, the primary purpose of the public school buildings, and the rules and regulations of the Brownsboro ISD as specified by the Board of Trustees. The Brownsboro Independent School District reserves the right to reject any requests deemed to be inappropriate.

## GENERAL REQUIREMENTS

A responsible representative of a group or organization desiring to use a school facility shall print off and submit a reservation request from the BISD webpage at least thirty (30) days prior to the desired event date.

The items listed below are required for approval for scheduling non-school events in Brownsboro ISD facilities:

1. A completed and approved Brownsboro ISD Facility Use Application, all rules and regulations forms, and Hold Harmless and Indemnity Agreement
2. Provide a certificate of general liability insurance in the amount of $1,000,000 per occurrence/ $2,000,000 aggregate with the Brownsboro Independent School District, named as an additional insured and certificate holder.
3. Provide a 501(c) 3 non-profit Letter of Determination from the IRS if applicable.
4. Once the application is approved, the requestor and BISD representative will meet for a pre-planning meeting to discuss expectations, logistics, and final payment.

The balance of all rental fees is due a minimum of two (2) weeks prior to the scheduled event. Failure to pay fees in a timely manner may result in loss of future use of BISD facilities. Failure to pay fees may result in legal action to allow BISD to recapture the agreed-upon fees and any allowable expenses.

All payments must be made to Brownsboro Independent School District and mailed or made in person to the Brownsboro ISD Administration Office, 14134 State Highway 31 East, Brownsboro, TX. 75756.

No BISD employee is authorized to accept tips, gratuities or wages directly from the Applicant or Lessee.

The requester will be charged for all dates and times scheduled unless a cancellation notice of at least five (5) days is received.

Separate guidelines are set up for the rental of any BISD facility by another school district for playoff games in conjunction with UIL competitions.

Facilities will not be rented on Sundays, school holidays, or the weekend immediately preceding or following those designated holidays, pending the district's ability to secure a facilitator for the requested date.

Indoor facilities and Bear Stadium cannot be reserved for leasing from the first Monday following graduation until the Monday of the second week of the start of the school year to allow staff the opportunity to set campus schedules.

Permission to use the facility or any portion thereof shall not be transferred to a third party.

All groups shall comply with the guidelines, rules, and procedures established by the District for the facility to be used. Violations of these guidelines, rules, and procedures or inaccurate/untruthful statements in the application may place the organization in an ineligible status for future use of District facilities. Facility use agreements may be canceled at any time if there is evidence that District policies and regulations are being violated. In case of cancellation, the Board of Trustees assumes no liability other than the return of fees charged.

## CONDITIONS FOR FACILITY USE

1. The activity must be under competent adult supervision and/or leadership. Representative(s) specified on the application as responsible for the rented facilities shall be present at all times during the event. Organizations will be required to provide adult supervision during all events if the use of the facility is for participants only. Unsupervised activities, siblings, friends, etc., are not allowed. The District reserves the right to judge the adequacy of such supervision and, if, in its judgment, it is advisable to do so, may require a person or persons to be assigned to the function, and the applicant will be responsible for payment for said services.

2. The program of activities must be suited to the available facilities, and they must be of an educational, cultural, recreational, or civic nature.

3. The agency or group requesting the use of the facility shall guarantee orderly behavior of any and all involved in using the facilities and will pay the cost of custodial services and other operating expenses as a result of their usage. The group or agency renting the facility shall assume full responsibility for any damages to District property beyond those resulting from reasonable usage.

4. All trash or recycling container pick-ups, other than those normally scheduled, which are required as a result of the applicant's event, will be paid for by the applicant. If BISD staff is required to clean up after the event, the applicant's organization will be billed for necessary services.

5. The use of district facilities for inappropriate reasons or for any purpose not in the public interest is prohibited. The district shall be the final judge of what is appropriate or not in the public interest. Any handouts that the organization wishes to distribute at an event must be pre-approved by the Superintendent of Schools before being handed out on school property.

6. All district-owned specialized equipment (projectors, PA Systems, computers, lighting equipment, etc.) will be operated only by Brownsboro ISD employees. Additional fees for staff and equipment will apply for these services.

7. Food and drinks shall be consumed only in areas designated for food and drinks. No food or drinks will be allowed in the auditorium.

8. All turf guidelines must be followed for the use of Bear Stadium, specifically including no sunflower seeds, gum, or Gatorade.

9. The use of tobacco products, alcoholic beverages, and/or prohibited substances is expressly forbidden at/in all district facilities.

10. Firearms, weapons, or explosives will not be allowed on school property.

11. Due to safety and health concerns, no animals will be allowed on district property, including dogs (except for service dogs for the visually impaired).

12. Open flames are not allowed on any school property unless approved for food warming.

13. To help maintain the integrity of the building, no tape (except spike tape), staples, glue, hot glue, etc., are allowed to be used on any surface, door, window, etc., in any location in the auditorium building.

13. Fire and safety regulations of the District, the City of Brownsboro, and the State of Texas shall be complied with at all times.

14. The applicant, organization, association or renter does hereby agree that it shall defend, hold harmless, and indemnify the Brownsboro Independent School District, the Board of Trustees, administration, and employees from any and all demands, claims, suits, actions, and legal proceedings brought against it from the use of any District facility.

15. A District employee must open and close the facility. No keys will be issued to non-district personnel to use their building/facility keys without express permission of the Superintendent of Schools.

16. Only the areas of rooms specified in the building use application shall be used.

17. The Board of Trustees reserves the right to revise rental rates and procedures at any time.

18. The District may require a $50.00 refundable deposit with each rental application.

19. The use of the District's facilities shall be on a first-come, first-served basis with the understanding that the District's use of its facilities takes precedence over the use by any outside organization, group, or individual. The District considers public elections to be a very high priority. The use of District Facilities for elections and forums is offered as a courtesy to the community by the District and is therefore exempt from deposits and fees.

20. The District reserves the right to enter into long-term arrangements with local youth development groups for the use of district facilities for the length of an entire season.

21. Organizations using school facilities are responsible for enforcing all restrictions.

## CRIMINAL BACKGROUND CHECKS

Approved organizations agree to prohibit employees, agents, or others who have been convicted of:
(a) a felony under Penal Code Title V;
(b) an offense requiring registration as a sex offender under the Code of Criminal Procedure, Chapter 62; or
(c) an offense under the laws of another state equivalent to (a) or (b), above, from providing services, programs, or training to public school-age children in connection with the use of District property.

## BISD RENTAL FEE TABLE AND GUIDE

The District is a tax-supported nonprofit organization established to serve the students and youth residing within the boundaries of the District. The District may, therefore, differentiate among various categories of organizations/groups (such as youth groups, non-profit organizations, for-profit organizations, and civic groups) in establishing the fee charged. The district requires a fee to recoup a portion of the cost incurred by the district to operate the facility. Operating costs would include items like electricity, water, and consumable items that must be replaced. If personnel support (custodial, etc) is required for the activity, the procedure includes reimbursement of those expenses as well. All organizations/groups within the same category shall be offered fair and equal access to District facilities.

On ALL Auditorium usage, it must be approved by the theatre department, and additional fees may be required. If the auditorium or black box is being used for the event, a BISD theater teacher must be present to assist the rental organization. The fee for this personnel is $30.00 an hour for a minimum of 4 hours.

For ALL Bear Stadium field usage, the request must be approved by the Athletic Director and additional fees may be required.

Additional Custodial Personnel Fee of $30.00 per hour (minimum of 4 hours) when custodial services are requested or deemed necessary by BISD based on the requested use and size of the event.

If food is being served at the event, the rental fee must include a custodian.

For campus cafeteria usage, if the kitchen is being used, the Director of Food Services must approve the usage, and a BISD cafeteria worker is required at an additional $30.00 fee.

## RENTAL GROUPS

“Local” is defined as the applicant's principal office or residence within the BISD boundary.

“Non-Profit” is defined as a non-profit incorporated in the State of Texas or recognized as a 501(c) 3 organization by the IRS. If requesting 501(c) 3 Status, the current Nonprofit Charitable Organization Exemption form must be provided.

**Group 1:**
School-affiliated, youth-oriented, non-profit groups such as PTO, Booster Clubs, FFA, Project Graduation, local professional educator organizations, sports camps run by BISD employees that are composed primarily of BISD students (approximately 90%), and campus-registered student clubs. No fees or insurance required; however, hourly labor costs may be applied depending upon the size and scope of the proposed use. A district employee must be present. Custodial Fee may apply (hourly labor costs).

**Group 2**:
Non-profit, non-school-affiliated youth-oriented groups such as youth sports associations, scouting groups, youth sports clubs, UIL contests, and BISD-sanctioned programs that benefit BISD students. This group must be community-wide in nature and offer a program of interest and benefit to the general public. Seventy-five percent (75%) of the students must attend Brownsboro ISD schools. A participant roster is required, showing student name, grade level, and campus attended.

Organized “Local” non-profit community group, such as any civic, service, cultural, political, religious group, or charitable agency that is not engaged in a business or enterprise to produce income or a financial gain. (Examples: adult community groups, church services, family reunions, homeowner associations, etc.).

**Group 3:**
Organized “Local” or “Non-Local” for-profit groups or commercial enterprises for adults or children (examples: aerobics, dance, karate, plays, dance, theater, tournaments, private lessons, and camps not affiliated with BISD, etc.) For the purpose of athletic facilities use, all “Select”, “Elite”, or “Private” fee-based youth groups and affiliates that cannot be qualified as nonprofit will fall under Group 3.

## BROWNSBORO ISD
## 2025-2026 Facility Rental Fee Schedule

| Name of Facility | Group 1 | Group 2 | Group 3 |
|---|---|---|---|
| Elementary/Intermediate Gym | No fee | | |
| Elementary/Intermediate/Cafeteria | No fee | | |
| Junior High Gym | No fee | | |

| | | | |
|---|---|---|---|
| Junior High Concession Stand | No fee | | |
| Junior High Cafeteria | No fee | | |
| High School Gym | No fee | | |
| High School Gym for Playoff Use | No fee | | |
| High School Gym Concession Stand | No fee | | |
| High School Cafeteria | No fee | | |
| Rock Gym | No fee | | |
| Auditorium and Lobby | No fee | $300 per day | $500 per day |
| Auditorium Concession Stand | No fee | No fee | No fee |
| Dance Studio/Banquet Room | No fee | $300 per day | $500 per day |
| Black Box at Auditorium | No fee | $300 per day | $500 per day |
| Tablecloth rental and cleaning fee | $5.00 per tablecloth | $5.00 per tablecloth | $5.00 per tablecloth |
| Bear Stadium | No fee | Contact Athletic Department | Contact Athletic Department |
| Bear Stadium for Playoff Use | No fee | Contact Athletic Department | Contact Athletic Department |
| Baseball Field | No fee | Contact Athletic Department | Contact Athletic Department |
| Baseball Field Concession Stand | No fee | Contact Athletic Department | Contact Athletic Department |
| Softball Field | No fee | Contact Athletic Department | Contact Athletic Department |
| Softball Field Concession Stand | No fee | Contact Athletic Department | Contact Athletic Department |
| **Personnel Fees-REQUIRED** | | | |
| Security | $35.00 per hour | $35.00 per hour | $35.00 per hour |
| Custodian | $30.00 per hour | $30.00 per hour | $30.00 per hour |
| Lights Technician-Auditorium | $30.00 per hour | $30.00 per hour | $30.00 per hour |
| Sound Technician-Auditorium | $30.00 per hour | $30.00 per hour | $30.00 per hour |
| Gym Supervisor | $30.00 per hour | $30.00 per hour | $30.00 per hour |
| Kitchen Supervisor | $30.00 per hour | $30.00 per hour | $30.00 per hour |

NOTE: All High School Playoff games must be approved through the Athletic Office for prices and set-up. Please contact the Athletic Secretary at 903-852-2321.

NOTE: 4-hour minimum for required personnel

**Forms**

Facility Rental Inquiry Google Form
Application for Use of School Facility
Hold Harmless & Indemnity Agreement
Acknowledgment of Rental Information
- Stadium Regulations
- Bear Stadium Rules
- Gym Regulations
- Gym Rules
- Auditorium, Dance Studio/Banquet Area, Lobby, and Black Box Regulations

**Checklist (BISD Employees Only)**

BISD Facility Rental Checklist (For BISD Employee Use)

Fine Arts Center Contact: Kevin Bailey baileyke@gobearsgo.net