

BANDERA ISD

REQUEST FOR USE OF SCHOOL FACILITIES

NAME OF ORGANIZATION:	CONTACT PERSON NAME:
ADDRESS:	CITY, STATE, ZIP:
DAY PHONE:	EVENING PHONE:
DATE REQUEST:	TIME (from open to close)

LIST ANY EQUIPMENT NEEDED:

The Board of Trustees permit public use of designated school facilities for education, recreational, civic or social activities, when these activities do not conflict with school use of with board policy GKD.

Organizations or individuals using school facilities shall release the District from liability for personal injury and/or damages to personal property. All groups using school facilities shall be responsible for the cost of damages or clean up incurred during their use.

A copy of acceptable liability insurance must be attached to this request form.

It is the facility requestor's responsibility to make arrangements with the campus principle to have the facilities and above listed equipment available at the time of your request.

Application and required attachments must be submitted ten (10) business day prior to the date requested.

ATTACHMENTS MUST INCLUDE:

Check if attached

- **BISD Request for Facility Use Form
- **BISD Facility Use Fee Schedule Form
- **BISD Rental Agreement Form
- **Liability Insurance Form
- **501c3 IRS Letter (for all non-profit organizations)
- **Deposit (Due at time of request)
- **Rental Payment (must be on a separate check)

REQUESTOR'S SIGNATURE

DATE

CAMPUS APPROVAL

DATE

CENTRAL OFFICE APPROVAL

DATE

<p>FOR OFFICE USE ONLY:</p> <p>Return copies to:</p> <p>Requestor <input style="width: 30px; height: 20px;" type="checkbox"/></p> <p>Campus <input style="width: 30px; height: 20px;" type="checkbox"/></p> <p>Custodian Supervisor <input style="width: 30px; height: 20px;" type="checkbox"/></p> <p>Maintenance Supervisor <input style="width: 30px; height: 20px;" type="checkbox"/></p>	<p>Deposit Check Number:</p> <p>Fee Check Number:</p> <p>Fee Waived By:</p> <p>Facility clean and in proper order:</p> <p>Deposit Returned</p> <p>Complete</p>
--	--

BANDERA ISD

FACILITY USE FEE SCHEDULE

Location		High School Campus (830) 796-6254
		Middle School Campus (830) 796-6270
		Alkek Elementary (830) 796-6223
		Hill Country Elementary (830) 535-6151

Organization		Non-Profit Youth Organization- NO HOURLY RATE ON RENTAL FEE ONLY	ie: Boy Scouts, Girl Scouts, BISD Booster Clubs, Youth Athletic Organizations, Optimist Club
		Non-Profit Organization - \$25 HOURLY RATE	ie: Masonic lodge, Adult or Church Athletic League, Fine Arts League, Chamber of Commerce, City or County of Bandera
		For-Profit Organization - \$30 HOURLY RATE	

	Check all that apply	Deposit	BISD EVENT STAFF ON DUTY (this fee is mandatory and cannot be waived)	Rental Fee	Hours needed
Auditorium/Cafetorium		\$350		Hourly rate	
Auditorium/Cafetorium Lights/Sounds		\$350	\$25/hr	Hourly rate + staff rate	
Band Hall		\$350	\$25/hr	Hourly rate + staff rate	
Choir Hall		\$350	\$25/hr	Hourly rate + staff rate	
Gymnasium (Competition)		\$350		\$100	
Gymnasium (Practice)		\$350		\$100	
Library		\$150		Hourly rate	
Classroom		\$150		Hourly rate	
Computer Classroom		\$350	\$25/hr	Hourly rate + staff rate	
Dining Hall		\$350		Hourly rate	
Kitchen		\$350	\$25/hr	Hourly rate + staff rate	
Football Stadium		\$500		Hourly rate	
Football Stadium w/lights		\$500		Hourly rate + \$50	
Football Stadium Press Box		\$500	\$25/hr	Hourly rate + staff rate	
Baseball Field		\$250		Hourly rate	
Baseball Field w/lights		\$250		Hourly rate + \$50	
Baseball Field Press box		\$250	\$25/hr	Hourly rate + staff rate	
Softball Field		\$250		Hourly rate	
Softball Field w/lights		\$250		Hourly rate + \$50	
Softball Field Press box		\$250	\$25/hr	Hourly rate + staff rate	
Custodial Service				\$25/hr	
Saturday/Sunday (2 hour minimum)				\$25/hr	

Please write 2 separate checks, 1 for the Deposit and 1 for the Rental Fee and Staff Rate if applicable

Fee Summary	
Total Deposit Due	
Total Rental Fee Due	
Total Staff Rate Due	

