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BANDERA INDEPENDENT SCHOOL DISTRICT  
Submit completed forms with attachments to Facility Department

<b><i>FACILITIES REQUEST APPLICATION</i></b>		
<b>APPLICANT INFORMATION</b>		
Organization Name:		
Mailing Address:		
City:	State:	ZIP Code:
Contact Person:	Business Phone:	Cell Phone:
Email Address:		
Purpose of Event:		
<b>FACILITY REQUEST INFORMATION</b>		
<b>Campus Requested:</b>		
Facility Requested:		
<input type="checkbox"/> Gym    ___Competition    ___Practice <input type="checkbox"/> Outdoor Stadium    ___ Competition FB Field    ___Practice FB Field    ___Baseball Field    ___Softball Field <input type="checkbox"/> Auditorium <input type="checkbox"/> Cafeteria (Kitchen is not available for rental) <input type="checkbox"/> Classroom    Room(s) _____ <input type="checkbox"/> Training Room (Portables at Central Office location only) <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other: _____		
A/C or Heat:	Lights:	Restrooms:
Press Box:	Sound System:	Tables/Chairs:
Other equipment needed:		
Date of Event:	Beginning Time:	Ending Time:
Approx Attendance:	Will admissions or donations be collected?	
<b>PERSONNEL REQUEST INFORMATION</b>		
<b>Name of School Employee(s) present to supervise (lock and unlock bldg) event:</b>		
Custodial Staff? (add'l fees apply) Yes No    How many _____	Cafeteria Staff? (add'l fees apply ) Yes No    How many _____	Security? (add'l fees apply) Yes No    How many _____
Non-Profit Youth Organization?	Non-Profit Organization?	For-Profit Organization?

Please read the following information carefully and make certain all members of your group are familiar with them. Your cooperation will aid us in keeping the sites as safe and clean as possible. **Failure to follow any of the rules listed below may result in termination of the agreement.**

## **GENERAL RULES AND REGULATIONS**

I assume responsibility for the agreement of the requesting organization to follow the rules and regulations set forth by the BISD School Board, GKD (<http://pol.tasb.org/Policy/Code/149?filter=GKD>). I will pay for all damages to equipment or facilities. I understand that failure to comply with these rules and regulations may result in the termination of my organization's privilege to use the facilities of BISD.

1. The lessee shall use the facility only for purposes consistent with the law and the purpose stated on the facility request application.
2. Requests submitted by outside groups do not automatically ensure availability of facilities. District related activities will take precedence.
3. All visitors must abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, firearms, and the use of tobacco products on school property.
4. The lessee is responsible for restoring the facility to its original state after the event.
5. The lessee is responsible for cleanup after the event.
6. The lessee assumes full responsibility for conduct of all attendees of the event.
7. The lessee shall not allow anyone not attending their event in the building.
8. The lessee assumes full responsibility for ensuring all attendees have exited the building.
9. The fee assessed is for facility rental including utilities (exception is abuse of utility usage). The fee does not include expenses for set up, clean up, or additional staff requested.
10. No rental may extend past 10:00 p.m. without express written consent of the principal.
11. Facilities will not be rented during the summer break, school holidays or weekends immediately preceding or following those designated holidays.
12. Food and drinks are **strictly prohibited** in the auditorium or gymnasium (including the stage) at practice or performance time.
13. **Candles or open flames are strictly prohibited** on school property inside or outside of the buildings.
14. No pets or animals will be allowed on district property with the exception of guide dogs.
15. **Smoke or Fog machines** are strictly forbidden inside any of the buildings.
16. All props and equipment owned by the lessee must be portable and removed promptly from the facility and any damage or replacement costs will be added to the rental fees.
17. Any change in lighting equipment, stage rigging, or removal from the present rigging is absolutely prohibited. If this provision is violated, the person or organization responsible must pay the cost of correction by a trained technician.
18. All props and school-owned equipment must have the approval of the school principal prior to use. Plans shall be presented to the principal prior to use. The use of athletic equipment must be pre-approved by the Athletic Department.

## **LIABILITY INFORMATION**

The Bandera Independent School District as an independent school district is granted general immunity by the laws of the State of Texas for injuries to persons and/or loss of or damage to property. The two primary exceptions to a school district's immunity are the negligent operation of a district owned or operated motor vehicle and the excessive use of force or discipline against a student. Therefore, you as the renter are notified that the Bandera ISD will not be responsible for injuries to persons, and loss and/or damage to your property while you are on school property. By signing this agreement you are acknowledging the immunity protection afforded the Bandera ISD, and you agree Bandera ISD, its trustees, officers, administrators, and employees

shall be held harmless and free from any and all liability, claims, demands and causes of action arising out of the occurrence of injuries to persons and/or the loss of or damage to property.

As a renter you are advised the insurance coverage carried by Bandera ISD does not apply to you, your activities on school property, nor the personal property you may bring on school property. You are therefore urged to consult an independent insurance agent who can assist you with appropriate insurance coverage deemed advisable, such as but not limited to liability insurance, accident or medical coverage insurance, renter's insurance, property insurance, etc. The District is not responsible for any equipment brought on school property which is subsequently lost or stolen. All groups or organizations must provide evidence of acceptable liability insurance.

The Bandera Independent School District, its officers and all personnel shall be held harmless from any and all liability, claims, demands, or causes of actions from bodily injury, or property damage arising out of, or in any way connected with the use of the school facilities.

**AUTHORIZATION**

I certify I have been duly authorized by the organization above to act on its behalf in submitting the Facilities Request Application, acknowledging and agreeing to the General Rules and Regulations, and acknowledging and agreeing to the General Liability.

Printed Name of Authorized Representative:	Title of Authorized Representative:
Signature of Authorized Representative:	Date:

**Required Attachments:**

- Certificate of Liability Insurance
- 501(c) 3 Form
- \$500 Deposit check for each facility requested (Check Number: \_\_\_\_\_) # \_\_\_\_ facilities requested
- Rental Payment Check must follow fee schedule: (Check Number: \_\_\_\_\_) \_\_\_\_\_ hrs @ \$25/hr or \$30/hr
- Custodial/Cafeteria staff fee: (Check Number: \_\_\_\_\_) \_\_\_\_\_ hrs @ \$25/hr

FEE SCHEDULE	Non-Profit Youth	Non-Profit Organization Hourly Rate	For-Profit Organization Hourly Rate
Facilities	N/A	\$25	\$30
Stadium Lights	N/A	\$25	\$30
Sound Systems	N/A	\$25	\$30
Custodial Staff (2 hr minimum)	\$25 / each	\$25 / each	\$25 / each
Cafeteria Staff (2 hr minimum)	\$25 / each	\$25 / each	\$25 / each
Security (2 hr minimum)	\$75 / each	\$75 / each	\$75 / each
<b>NOT OFFERED FOR NON SCHOOL ACTIVITIES</b>			

Facilities Director:	Principal:
Athletics Director:	Superintendent:

Business Office Use:	Application Complete:	Date:
Completion of Event:                      Date:	Event Closed:	Date: