

**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT  
Custodial Services and Support Department**

1066 Gessner, Houston, Texas 77055  
Phone # 713-365-5757  
Fax # 713-365-5732

**FACILITIES USAGE FORM**

For athletic related facility use,  
Contact Athletic Department  
281-560-7600, fax #281-560-7631

Cafetorium	<input type="checkbox"/>
Auditorium	<input type="checkbox"/>

Please note: Applications are due six weeks prior to event. A \$25 application fee is due at the time the application is submitted.

Application is hereby made for the rental and use of the following school facilities:

I. Name of school or facility \_\_\_\_\_

II. Proposed date of usage \_\_\_\_\_ Hours (Time) From: \_\_\_\_\_ To: \_\_\_\_\_

III. Name of organization desiring usage(“Renter”) \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_  
                    Number           Street           Zip Code

IV. Purpose of proposed usage (Explain in detail using the reverse side if needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approximate number of people in attendance: \_\_\_\_\_

V. Spring Branch Independent School District (“District”) facilities are available for community use, subject to District policy. Organizations seeking to use District facilities must observe the following rules:

- A. The use of the facility will not interfere with the operation of the facility for school purposes.
- B. The request for use has been approved by the Principal of the school or manager of the facility (if athletic facilities are being rented, approval must be obtained from the Executive Director of Athletics).

- C. No admission is charged or taken and no other attempt, made to raise money.
- D. Permission is not granted to the Renter for its regular and continued use of the facility.
- E. Any agreement to rent may be cancelled by the District in favor of school activities.
- F. A church group requesting rental must own a site for a proposed church building in the community before an interim rental agreement can be approved. Rental shall be renewed every six (6) months and construction of its facilities must begin within one (1) year.
- G. Any organization or group using school facilities shall designate one (1) member of its group as being in charge of and responsible for the program or activity. This person in turn shall be responsible to the school in which the event is scheduled.
- H. Groups renting a building for an occasion to which the general public is invited to attend will be held responsible for the welfare of the property on the part of the general public during that time, and will be held responsible for any damages to school property. The District may, at its sole option, request the Renter to provide the certificate of insurance, affording the general liability coverage with minimum limits of \$100,000/300,000. (Additional limits may be required depending on the event). The District must be added as an additional insured. Coverage must be with at least an A+ rated insurance carrier. Subrogation against the District will be waived. Renter's coverage will be considered primary over any other applicable insurance.
- I. The Renter, or group using the building, agrees to pay for any damages to District facilities during its use and restore it to original condition, in the event of any unwarranted destruction of property. The District's Board of Trustees shall be the sole judge of unwarranted destruction of property.
- J. New buildings are not subject to rental until after they have been dedicated and occupied for school purposes.
- K. No one will be furnished a passkey. A regular member of the District's custodial staff will open and close the building. SBISD Police will provide security for large groups.
- L. There will be no use of liquor or tobacco at any time at the District facilities.
- M. Each rental period shall be defined as approximately two (2) hours, or any part thereof. A group using the facility in the morning and evening shall be charged for each use or two (2) rentals periods. Time of use shall not extend beyond 11:00 p.m., unless extended at the District's sole discretion.
- N. Rehearsal or practice time needed prior to actual date of scheduled event shall be at the established rental rate for the facility.
- O. Building rental fees must be received at the Spring Branch Independent School District, Operations Building A, 955 Campbell Rd., Houston, Texas 77024, five (5) calendar days prior to the building rental date. If the fee is not received five (5) calendar days prior to the event, the building rental shall be cancelled.
- P. Any Renter requesting to cancel an event shall notify the Custodial Services office within 5 calendar days prior to the scheduled event date. Only 50% of the rental fees will be refunded should a Renter fail to meet the cancellation time requirement.

- Q. On behalf of both the group and its members, Renter agrees, to release the District, its Trustee, and employees from any liability relating to the use of District facilities. Further, on behalf of both the both the group and its members, Renter agrees to defend and hold harmless, and indemnify, the District, its trustee, and employees from liability for any third party claims arising from Renter's use of District facilities.
- R. **DISCLAIMER – Any after school program that is not affiliated, endorsed or promoted by the District must state as a disclaimer on any advertisements used to promote the after school activity.**

Renter hereby agrees to the above conditions:

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Address

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Alternate Phone Number

<input type="checkbox"/>	Application Fee (\$25)
<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Rental Fee
<input type="checkbox"/>	Site Approval
<input type="checkbox"/>	Supervisor / Custodial

When approved by proper school official, this application shall constitute a binding agreement.

Approved by District: \_\_\_\_\_

\_\_\_\_\_  
Date

**Schedule of Fees: School Buildings**

FACILITY	AUDITORIUM CAFETERIA	LIGHTS AIR CONDITIONING	CUSTODIAL	SECURITY	TOTAL RATE PER HOUR
<b><u>SENIOR HIGH SCHOOL</u></b>	\$80.00	\$40.00	\$30.00	\$38.00	\$188.00
<b><u>MIDDLE SCHOOL</u></b>	\$50.00	\$25.00	\$30.00	\$38.00	\$143.00
<b><u>ELEMENTARY SCHOOL</u></b>	\$30.00	\$20.00	\$30.00	\$38.00	\$118.00

**Private Academic Instruction:**

The rate schedule for private academic instruction is \$25.00 for the first two hours and \$10.00 for each additional hour for SBISD employees.

**Parking Lot Only Fee:** \$25.00 per hour for a minimum of four (4) period.  
Additional \$75.00 clean-up fee will be charged if lot is not cleaned.

Electronic/Sound Equipment and or lighting equipment fee will be quoted.

All electronic or sound equipment must be operated by SBIS personnel only.  
There will be a separate charge for technology equipment.

**NOTE; The rate schedule is set for a minimum four (4) hour period.**