

Application/Agreement for Non-School Use of SCHOOL ATHLETIC FACILITIES

CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT

FALCON ANNEX

11330 Falcon Rd Houston, TX 77064

PHONE: 281-807-8140

FAX: 281-517-2178

kathryn.newman@cfisd.net

ORGANIZATION _____ DATE OF APPLICATION _____

SCHOOL(s) REQUESTED _____

Single gym ___ **Both gyms** ___ **Middle School Football Field** ___ **Pool** ___ **Other** _____

DAY(s)/DATE(s) DESIRED _____

TIME ACCESS TO FACILITY IS NEEDED _____ UNTIL _____

ACTUAL TIME OF EVENT _____ **UNTIL** _____

PURPOSE: _____ APPROX. ATTENDANCE: _____

EQUIPMENT/FURNITURE REQUEST: _____

School athletic facilities may be made available to eligible non-profit youth organizations subject to the provisions of the Board of Trustees policy Nonschool Use of School Facilities [GKD (LOCAL)]. **This policy may be viewed on the internet at <http://www.cfisd.net/aboutour/policy.htm>.**

GENERAL GUIDELINES:

- ◆ District events have priority over outside groups, i.e. District practices, competitive events, student and staff activities, etc. The building principal has the option of closing gyms if a District event is being held which may be interrupted by groups in the athletic facilities, i.e. open house, parent meetings, testing.
- ◆ State law prohibits the possession and/or use of alcoholic beverages on school district property and the use of tobacco products in school facilities. School Board policy prohibits use of tobacco products on school district property.
- ◆ Eighty percent (80%) of home team participants must be students residing in the Cypress-Fairbanks ISD attendance boundaries. The group must provide name, age and address of each participant and the school they attend (public or private).
- ◆ Managers, coaches and participants are not to begin use of facility before designated time and must leave the facility at the designated time. Access will be provided to the group at the access times listed above. **CHILDREN ARE NOT TO BE DROPPED OFF AT THE SCHOOL WITHOUT SUPERVISION.**
- ◆ Outside groups will provide their own athletic equipment. No storage is provided at school facilities.
- ◆ The outside group is responsible for any cost incurred as a result of misuse or abuse of equipment or facilities. General maintenance and repair will be provided by the District.
- ◆ Events in athletic facilities are monitored by the District's supervision program by assigned district personnel. These supervisors are responsible for ensuring proper use of facilities by non-school groups.
- ◆ The undersigned shall be the authorized representative for the outside group and will be responsible for the school property during their scheduled time. This person, in turn, shall be responsible to the school district.
- ◆ The undersigned is responsible for communicating district policies and procedures to all participants, children, and adults attending this activity, and for designating adult volunteers to ensure be present at each event to ensure that District policies are being followed. These adult volunteers will be the contacts for the on-duty district supervisor should a concern arise, and must identify themselves to district personnel as responsible persons for the activity upon arrival.

- ◆ Food, drinks, and small “team spirit” items may be sold by the organization. No outside vendors or for-profit companies may sell items of any kind, and no other fundraising programs may occur in District facilities.
- ◆ No use of built-in school concession stands is permitted. Groups must provide their own ice for events.
- ◆ Non-school groups are responsible for cleanup of facilities, using school trashcans for disposal of garbage.

GYM GUIDELINES:

- ◆ Managers or coaches must bring all balls and other equipment into the facilities. Balls must not be bounced in hallways.
- ◆ Bleachers, basketball and volleyball equipment will be operated only by district personnel.
- ◆ No food or drinks are allowed in the gyms.

POOL GUIDELINES:

- ◆ All state, local and District Aquatics Safety Department pool use requirements must be met at the group’s expense. Swim teams must have an American Red Cross certified coach (*ARC Safety Training for Swim Coaches* or equivalent) in attendance and supervising at all times.
- ◆ Non-aquatic groups using the pools will be required to have the required number of lifeguards at all times.
- ◆ The district will schedule the required number of lifeguards and adequate supervision and security for all competitive events at the organization’s expense.
- ◆ No recreational swim events are permitted by nonschool groups.
- ◆ Water conditions should be tested prior to each use. The pool may not be used if chemicals are not within required limits.
- ◆ District emergency procedures must be followed and can be found in the Pool Users Handbook located in the storage cabinets at all district pools.
- ◆ Doors to the pool area must be locked at all times.
- ◆ No diving board use is permitted by nonschool groups.
- ◆ No food or drinks are allowed in the pool areas.
- ◆ All posted safety rules must be followed at all times. **NO CHILDREN ARE PERMITTED IN THE POOL AREA WITHOUT ADULT SUPERVISION PROVIDE BY THE OUTSIDE GROUP.**
- ◆ Adult and learn-to-swim programs for ages 3 years and older, operated by district-approved non-profit organizations, may use Cypress-Fairbanks ISD pool facilities provided they do not interfere or coincide with school or area youth swim team activities.

FOOTBALL FIELD GUIDELINES:

- ◆ Middle school football fields will be available for local youth sports association games during the school year, and will not be available during the summer months.
- ◆ At least 80% of the home team must be Cy-Fair I.S.D. students and must be part of a league consisting of at least three (3) teams.
- ◆ No practices or camps are to be conducted on these fields.
- ◆ Fields may be closed due to inclement weather at the discretion of the district. Notification will be made to the renting organization as early as possible.

HIGH SCHOOL TRACK GUIDELINES:

- ◆ Use of track area only is provided. Use of the interior football/soccer field is not available for use.
- ◆ Track equipment may not be available for use by nonschool groups.

INSURANCE REQUIREMENTS:

A copy of an insurance certificate shall be issued to the district prior to the use of a facility as described in the attached insurance requirements. The District shall be the additional-insured party in such contract. All policies shall contain an endorsement stating that the insurance company will not terminate the policy or change any coverage therein prior to policy expiration date without notifying the school district by registered mail, at least thirty (30) days prior to such termination.

FEES:

Payment is due by the invoice due date in all cases. Additional rates may apply for staff or security required for larger events. All rates are subject to change.

The organization may be responsible for fees incurred if the organization cancels a scheduled event with less than one week notice.

The undersigned hereby agrees to comply with the school board policy, rules, and regulations pertaining to use of District gymnasiums as stated above.

X _____

Authorized Representative for Organization

Mailing/Invoicing Address

City Zip Code

Phone Number

E-Mail address (optional)

District Approval:

CFISD Facilities Use and Records Manager

Date Approved

Insurance Received