

**APPLICATION/AGREEMENT FOR NON-SCHOOL USE OF SCHOOL 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**

DATE OF APPLICATION \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

TYPE OF ACTIVITY TO BE SCHEDULED \_\_\_\_\_

NAME OF CAMPUS REQUESTED \_\_\_\_\_ AREA(s) DESIRED \_\_\_\_\_

DAY(s)/DATE(s) DESIRED \_\_\_\_\_ APPROX. ATTENDANCE \_\_\_\_\_

TIME ACCESS TO FACILITY IS NEEDED \_\_\_\_\_ UNTIL \_\_\_\_\_

ACTUAL TIME OF EVENT \_\_\_\_\_ UNTIL \_\_\_\_\_

EQUIPMENT/FURNITURE REQUESTS (Additional fees apply for setup): \_\_\_\_\_

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School facilities may be made available to eligible IRS non-profit citizen groups of the community, 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>.

1. The undersigned shall be the authorized representative in charge of and responsible for the program or activities. The undersigned is responsible for supervision of all participants, children and adults attending this activity, inside and outside the building. This person, in turn, shall be responsible to the school district.
2. The undersigned hereby agrees to comply with all appropriate school board policies, the general provisions shown on the application form and the rules and regulations for the facility being used.
3. 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 school 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.
4. 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 the use of tobacco products on school district property.
5. Areas that will not be available for rent are:
 

♦ laboratories and shops	♦ administrative areas/offices
♦ open teaching areas	♦ libraries/resource centers
♦ high school campus football stadiums	♦ other areas as deemed necessary
6. Athletic activities shall not be permitted in school cafeterias, commons, hallways, or other non-athletic areas of the building. Such activities include, but are not limited to, practices/games for sports teams, dance and drill teams, cheerleaders, and physical fitness and exercise instruction.

