

APPLICATION/AGREEMENT FOR NON-SCHOOL USE OF SCHOOL FACILITIES

CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT
FALCON ANNEX
11330 Falcon Rd Houston, TX 77064
PHONE: 281-897-6440
facilitiesrequest@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 _____

FURNITURE REQUESTS _____

School facilities are 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>.

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. 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.
3. 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.
4. 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.
5. School facilities shall not be used by any non-district group or individual for the sole purpose of fundraising or making a profit. No outside vendors or for-profit companies may sell items of any kind, except as permitted for school-related events.
6. The school district may request the using group to pay for a school employee and/or certified police officer(s) to supervise the facility as specified in policy, regulations, or in the established facilities use fee schedule.
7. Any damage to school property caused by a group's use will be charged to that group. No alteration, temporary or permanent, to school property is permitted without prior written consent from the Superintendent.

- 8. School equipment, such as projectors, televisions, and copy machines, is not available for use.
- 9. No storage of any equipment by non-school organization allowed on school facilities.
- 10. Fees shall be paid based on the current rate schedule at least one week prior to beginning date of use. Continuous users shall pay fees each month at least one week in advance. Rates are reviewed annually and are subject to change. The organization may be responsible for fees incurred if the organization cancel a scheduled event with less than one-week notice.
 - a. All groups will be charged for any service not normally available at the time of use, including, but not limited to, custodial overtime. Additional fees may be charged for special furniture arrangements, cleanup time and other maintenance.
 - b. In addition to the regular charges, any group or organization wishing to use the school kitchen must pay for the services of a cafeteria employee at the rate of 1½ times the regular hourly rate.
- 11. The school district reserves the right to move the outside group to another comparable area or facility if it becomes necessary to perform cleaning, maintenance, or construction projects or for district functions. Advance notice will be given to groups when possible.
- 12. Consistent use (ex: regular weekly use) is subject to review after six months and annually thereafter.

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

X _____
 Authorized Representative for Organization

 Mailing/Invoicing Address

 City Zip Code

 Phone Number

 E-Mail address

 Name (Please print)

District Approval:

CFISD Facilities Use Manager

Date Approved

Insurance Received