



LISD NONSCHOOL FACILITY USE PACKET

Whereas, the Board of Trustees is aware of the large capital investment in its facilities, the increasing need to develop revenue and its responsibility to the community, it has committed to make its facilities available for community use. Community use of LISD facilities is intended to

- 1) promote school related activities for the benefit of LISD students,
- 2) promote civic organizations in the community, and
- 3) create an additional source of revenue for the District.

The terms and conditions, regulations and fee schedule stated herein, or attached hereto, apply uniformly to all organizations, groups, leagues, businesses, entities, etc. seeking to utilize LISD property, except those whose program or event directly benefits LISD curricular, co-curricular or extracurricular activities (parent-teacher organizations, booster clubs, etc.).

Questions regarding fees and/or LISD policies regarding rentals should be directed to the LISD Rental/Utilities Coordinator, rentals@lisd.net or at the phone number listed below:

Rental Coordinator
Lewisville ISD
340 Lake Haven Rd. Lewisville, Texas 75057
469-948-7810 (ph)
214-626-1772 (fax)

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RENTER RESPONSIBILITIES

RENTING A LEWISVILLE ISD FACILITY

Authority for scheduling and approval is per applicable Board Policies, including GKD (Local). Applications for multiple-facility rentals must be submitted for approval no less than fifty (50) business days before the desired date. Single-facility rentals must have a submitted application turned in no less than forty-five (45) business days before the date of the event.

Instruction for submitting applications is provided in each section of this document and on the applicable application. The Facility Services office is the authority for the approval of rentals and will coordinate scheduling with the campus principal, as applicable.

The LISD District Rental/Utilities Coordinator will generate an invoice reflecting charges for the requested rental. The invoice and a copy of the rental agreement will be sent to the requestor for signature and acceptance of conditions and charges. Please note that the signed rental agreement, the Certificate of Liability Insurance and the check (payable to LISD) for the total invoiced amount must be received within 20 days of the event. If payment is not received 20 days prior to the event, the rental will be canceled.

INSURANCE

Renter shall secure and maintain, at its expense, during its use of LISD property, commercial general liability insurance with a company licensed by the State of Texas. A Certificate of Insurance shall be furnished to LISD. The certificate shall show on its face the following:

1. Lewisville ISD as **Certificate Holder**
2. Lewisville ISD as an **Additional Insured**
3. Property damage in the amount of \$1,000,000 per occurrence
4. Bodily injury liability (to include participants in the activity) in the amount of \$1,000,000 per occurrence
5. A deductible not greater than \$500.00
6. Insurance Carrier must hold "A" rating from A.M. Best Company.
7. District reserves the right to determine acceptability of carrier.
8. Liability insurance shall include and contain mutual waiver of subrogation clause.
9. COI required per structure for multiple facility use.
10. The policy must reflect that it is primary and not contributory with any insurance maintained by the District and may not be canceled prior to the conclusion of the event.

CRIMINAL HISTORY

Renter (or anyone associated in any way with Renter) shall not enter LISD property where students are present when they have been convicted, received probation or deferred adjudication for the following felony offenses: Any offense against a person who was, at the time the offense occurred, under 18 years of age or enrolled at a public school;

1. Any sex offense;
2. Any crimes against persons involving:
 - A. Controlled substances; or
 - B. Property
3. Any other offense LISD believes might compromise the safety of students, staff or property.

RENTER - ADULT SUPERVISION

Use of any LISD facility (buildings, stadiums, etc.) requires adult supervision. Renter shall provide one adult, 21 years or older, for each 35 people participating in the event/activity and one adult for each 100 spectators.

PARTICIPANTS/SPECTATOR CONTROL

Renter accepts responsibility for overseeing and controlling participants, sponsors, spectators and visitors that are in or on LISD property as a result of or in connection with Renter's use of LISD property. The following rules must also be enforced by Renter at all times:

1. Smoking and the use of tobacco products is prohibited on LISD property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities.
2. Possession and/or use of alcoholic beverages is prohibited on LISD property.
3. Firearms, knives and weapons of any sort are not permitted on LISD property.
4. Participants, sponsors, spectators and visitors may not walk through or use any other part of a building or its grounds other than that specifically described in this agreement. The restrooms nearest the area described are also allowed with use of the facility.
5. No LISD displays shall be touched or moved.
6. Furniture and/or equipment (desk, file cabinet, copier, etc.) shall not be moved without written permission from the site you are renting. LISD personnel will return all items approved to be moved to their original location. The fee to perform this task will be calculated at the same hourly rate as the event.
7. Renter is responsible for providing any emergency safety and health equipment necessary for event.

DECORATIONS

Renter's decorations shall be made of fireproof materials in compliance with state and local ordinances. Decorations shall not damage the facility in any manner and shall be completely removed by Renter at the end of the event. No room decorations (including flags) shall be removed from any building, room or facility.

FIRE HAZARDS

Candles, fireworks, fog machines or any kind of items that make sparks or smoke are strictly prohibited and are not to be used.

LADDERS OR LIFTS

The use of LISD ladders or lifts is **not** permitted.

PARTICIPANTS WITH DISABILITIES

Renter shall be solely responsible to provide auxiliary aids and services necessary to allow the full use and enjoyment of the public facility for participants with disabilities in accordance with the Texas Human Resources Code 121.003.

LISD EMPLOYEE DIRECTIONS TO RENTER

Renter will abide by the direction of any LISD employee assigned to facilitate the event or activity in the facility being used.

MEETING, EVENT, ACTIVITY CONTENT

Renter agrees that its meetings, events or activities held on LISD property shall not:

Renter Responsibilities

1. Advance any doctrine or theory that threatens destruction of LISD property or disruption of LISD functions.
2. Advocate the use of violence to promote social or political change.
3. Present lectures, musicals, or productions of any kind that, in the judgment of the Superintendent or designee, violate the local community's sense of decency.

BUILDING ALARM

If the alarm system sounds while Renter is in an LISD building, Renter is responsible for evacuating all of its participants, visitors, etc. immediately and may not re-enter the building until given permission by LISD personnel and the Fire/Police department.

CHECK-IN & CHECK-OUT SHEET

When LISD personnel are required to work an event/activity, Renter will utilize the Check-in/Check-out Form ([Appendix G](#) & [Appendix H](#)) with LISD personnel assigned for the event/activity.

SUBLETTING

Renter may not sublet or assign this Rental Agreement.

LISD DISTRICT POLICIES REGARDING FACILITY USE

Community Relations- Nonschool Use of School Facilities

[GKD \(LOCAL\)](#)

[GKD \(LEGAL\)](#)

Employee Rights and Privileges-Freedom of Association

[DGA \(LOCAL\)](#)

Relations with Parent Organizations

[GE \(LOCAL\)](#)

Student Activities

[FM \(LOCAL\)](#)

[FM \(LEGAL\)](#)

LISD DISCLAIMERS

CANCELLATION BY LISD

LISD reserves the right to immediately cancel this Agreement, without refunding any monies during the use period, if the Renter or anyone associated with the Renter violates LISD Board policies, local, state, or federal laws, or any portion of this Agreement. Such laws and policies included, but are not limited to, those laws and policies prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, firearms, and the use of tobacco products on LISD property.

Per GKD (LOCAL), academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. The principal shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

RESERVATION OF REFUSAL RIGHTS

LISD reserves the right to refuse rental of its buildings, athletic fields and any other LISD-owned property to any organization or individual who is not in compliance with District policies or regulations. Renter hereby certifies that Renter understands and agrees to follow any and all applicable LISD Board Policies and administrative regulations, including but not limited to GKD(Legal) and GKD(Local). Renter further acknowledges, understands and agrees that LISD shall not be liable for any personal injury or damages to personal property related in any way to Renter's, or anyone associated with Renter, use of LISD property.

PROPERTY MAINTENANCE

LISD is under no obligation to maintain, repair and/or improve LISD owned property (both real and personal) for the benefit and use of Renter.

SAFETY AND/OR SUITABILITY

LISD MAKES NO REPRESENTATIONS REGARDING THE SAFETY AND/OR SUITABILITY OF LISD PROPERTY IN RELATION TO RENTER'S INTENDED USE OF SAID PROPERTY.

CHARGES AND FEE POLICIES

PARENT-TEACHER ORGANIZATIONS

PTA's will be required to pay for custodial services provided for weekend events (i.e. PTA Carnival) if said service is required by the campus administrator and for events during the week as determined by the campus administrator if not already available to the campus.

BOOSTER CLUBS

Booster clubs will be required to pay for custodial services for special events (i.e., booster club fund-raising events) if said service is required by the campus administrator and not already available to the campus. If a school support or booster club utilizes a third party, non-District organization to assist in the coordination and/or operations of a fund-raising event, the third party will be subject to the same requirements as other nonschool organizations, excluding rental fees, to include signing a Rental Agreement and providing the required Certificate of Insurance.

ADDITIONAL CHARGES

Special or additional charges may apply when the requested use will produce a large crowd, require use of most of a building or create a need for additional LISD and/or security personnel. These additional charges are determined at the discretion of LISD on a case-by-case basis. These charges, if any, are set forth on the attached fee schedules.

POLICE OR FIRE PERSONNEL

Renter agrees to pay for necessary personnel of the fire and/or police force, as required and/or recommended by the cities of Lewisville, Carrollton, Flower Mound, Highland Village, The Colony or LISD to control large crowds and/or provide security. This will be determined on a case-by-case basis.

FALSE ALARMS

Renter shall reimburse LISD for any charges incurred as a result of a false fire and/or security alarm caused by a participant, sponsor or spectator or any other person that is present on LISD property in connection with Renter's use of LISD property.

LISD RENTAL PERSONNEL

Renter agrees to reimburse LISD for the cost of its personnel deemed by LISD as necessary to open and close a facility, clean after an event, and to be present during the activity on behalf of LISD. The fee for LISD personnel is set forth on the attached fee schedules. LISD has sole authority to determine how many LISD personnel will be needed. In this connection:

1. It is possible that events/activities taking place between 4:00 p.m. and 8:00 p.m. on regular school days may not require custodians if (1) only a small amount of trash or debris remain after the use, (2) the area used does not require set-up, arranging or take-down of tables and chairs and (3) the area used does not require mopping or sweeping after the use. Otherwise, the expense of custodians to perform such services will be borne by Renter as described in the attached fee schedules. LISD reserves the right to seek payment from Renter if it determines that additional personnel are needed to clean up after Renter's use. If payment is not received within twenty (20) days from receipt of the LISD invoice, Renter may be banned from using LISD facilities for any purpose and LISD may retain the damage deposit and pursue its legal remedies against Renter.

2. Events/activities taking place after 8:00 p.m. on regular school days and events taking place on weekends automatically require the services of LISD personnel. Renter will pay for these services in advance and in addition to the building fees. If payment is not received, the event will be canceled. If, after the event, LISD incurs personnel expenses beyond the amount estimated, LISD reserves the right to seek payment from Renter. If payment is not received within twenty (20) days from receipt of the LISD invoice, Renter may be banned from using LISD facilities for any purpose and LISD may retain the damage deposit and pursue its legal remedies against Renter.

PAYMENT METHOD

Renter will pay for all fees either with (1) a check drawn on a bank in Texas, or (2) cashier's check, or (3) a money order no less than twenty (20) days before the event. The check shall be made out to Lewisville ISD. A reservation is automatically canceled when payment is not received 15 days prior to the event, and a cancellation notice will not be sent.

RETURNED CHECKS

LISD will pursue all remedies at law, including criminal prosecution, if a check is returned for insufficient funds. A \$35.00 return check fee will be assessed.

CANCELLATION BY RENTER

If Renter cancels less than 29 but more than 15 school days before the event, LISD will refund the Licensee 70% of the fees paid. If Renter cancels less than 15 but more than 10 school days before the event, LISD will refund Renter 45% of the fees paid. If Renter cancels less than 9 but more than 3 school days before the event, LISD will refund Renter 10% of the fees paid.

DAMAGE DEPOSIT

Pursuant to SCOUTING GROUPS/YMCA section, LISD will waive a damage deposit for an organization for which LISD also waives the administration fee, building use fee, custodial fee, and supervisor fee. For all other renters, a refundable damage deposit will be required per campus or site:

1. \$250.00 - Indoor Campus, Baseball/Softball, Tennis (per campus/site)
2. \$1,000.00 - HS Stadium (per stadium)
3. \$500.00 - MS Stadium (per stadium)
4. \$500.00 - per Aquatic Center
5. In the case of consecutive uses (daily, weekly, bi-weekly, monthly, bi-monthly, etc.) a single damage deposit will be required per campus/site to cover the scheduled events. If at some point in the schedule, LISD discovers damage caused by Renter, the balance of the damage deposit must be replenished.
6. If there is no damage to the facility, field or equipment, the entire deposit will be returned 30 days after the last scheduled event.

HIGH SCHOOL AND MIDDLE SCHOOL STADIUMS



Stadiums Available for Nonschool Use

- Flower Mound High School Stadium
- Hebron High School Stadium
- Lewisville High School Stadium
- Marcus High School Stadium
- The Colony High School Stadium
- Griffin Middle School Stadium
- Shadow Ridge Middle School Stadium

Grass practice fields shall not be available for nonschool use.

Stadium Facility Use

1. High school and middle school stadiums are exempt from the terms of the interlocal agreements.
2. The stadium and track are considered one entity. The track cannot be rented separately.
3. Any group not sanctioned by UIL and any group there is not a class for credit dedicated to that activity at the campus are required to pay rental fees. External P.E. is a non-LISD activity. UIL groups not part of LISD (playoff games) are required to pay rental fees. The rental fees include fees for the facility, supervisors, technicians, custodial, security, and other applicable personnel.
4. Applications for nonschool use of a high school or middle school stadium should be submitted to Facility Services. The Facility Services department has final approval authority of nonschool use of the stadiums.

Stadium General Rules and Regulations

1. Per GKD (LOCAL), academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. The District shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.
2. LISD reserves the right to limit use on or cancel use if a field begins to show deterioration from overuse.
3. LISD reserves the right to limit field rentals.
4. LISD reserves the right to deny rental requests made by organizations that restrict participation in high school sports.
5. An LISD rental supervisor is required for all nonschool use. Fees will be assessed for this service.
6. LISD rental supervisors for stadium rentals must be approved by Facility Services.
7. Nonschool groups will provide their own athletic equipment.
8. Equipment may not be stored at an LISD facility.
9. Only LISD employees may operate LISD equipment. Fees will be assessed for these services.
10. Keys to LISD facilities will not be provided to renters.
11. Custodial services are required for the rental of high school and middle school stadiums. Fees will be assessed for these services.
12. Upon receipt of the rental request, the event will be evaluated by the LISD Safety and Security staff to determine the security needs for the event. Fees will be assessed for the security personnel.
13. The fee paid for the use of a stadium does not include use of the concession area or the athletic locker rooms. Locker rooms may be available for UIL sanctioned football playoff games.

14. If a renter desires to have concessions during an outdoor event, Renter must note this on the application form. The LISD site requested will first contact an LISD approved organization to sell concessions. Should no LISD approved organization choose to provide concessions, Renter may sell concessions from a tent or kiosk with prior LISD approval, providing Renter obtains a permit from the appropriate health department and supplies a copy to LISD no less than fourteen (14) days before the event. Beverages served must comply with the LISD Exclusive Beverage Company Agreement.
15. Fireworks will not be allowed on LISD property.

Stadium Rules and Regulations

1. Weekday stadium rentals must end by 10 p.m.
2. Weekend rentals must end by 11 p.m.
3. Stadium lighting must be off by 10 p.m. on weekdays and 11 p.m. on weekends.
4. No metal cleats allowed.
5. No heat sources of any kind allowed inside stadiums.
6. Canopies and/or tents may not be placed on turf fields or tracks.
7. Use of tobacco/sunflower seeds/gum is prohibited.
8. Absolutely no glass bottles, cans or food are allowed on the stadium field.
9. All equipment such as training tables and fans used on the field must have a protective base and arrangements must be made in advance with the stadium manager.
10. No street legal vehicles are allowed on fields and tracks.
11. No grills or heat sources of any kind allowed on fields and tracks.
12. No live mascots are allowed.
13. No cannons or confetti are allowed.
14. No baby powder allowed.
15. No propane tanks allowed.
16. No paper banner or signs allowed (all run-through signs must be vinyl/cloth with permanent paint that does not run).
17. Taping of signs to any stadium structure is not permitted.
18. Taping (adhesive) is not permitted on tracks.
19. No painting allowed on the fields or tracks.

Stadium Bleachers Rules and Regulations

1. Absolutely no climbing or jumping over the rails of the bleachers.
2. No standing or jumping on the bleacher seats.
3. Spirit signs must be made of vinyl/cloth with permanent paint that does not run.
4. Taping of signs to any stadium structure is not permitted

Documents and Forms

1. [Appendix A](#) [Lewisville ISD Facility Use Agreement](#)
2. [Appendix B](#) [LISD High School & Middle School Stadiums Facility Use Application](#)
3. [Appendix C](#) [UIL Sanctioned Soccer Playoff Game Agreement](#)
4. [Appendix G](#) [Event Check-In Form](#)
5. [Appendix H](#) [Event Check-Out Form](#)

LISD High School and Middle School Stadiums Schedule of Fees

HS STADIUMS & TRACKS		
*HS STADIUM, PRESSBOX & TRACK (RATE COVERS FIRST 4 HOURS; ADDITIONAL HOURS-\$750 PER HOUR)	\$3,000	Required Fee
PER HOUR AFTER 4 HOURS	\$750	As applicable
HS STADIUM MANAGER (PER HOUR-MINIMUM 4 HOURS)	\$40	Required Fee
HS STADIUM CLOCK/SCOREBOARD OPERATOR (PER HOUR-MINIMUM 4 HOURS)	\$30	As applicable
HS STADIUM AUDIO PERSONNEL (PER HOUR-MINIMUM 4 HOURS)	\$30	As applicable
HS STADIUM GATE PERSONNEL (TICKET) – (PER HOUR)	\$30	As applicable
HS STADIUM SECURITY (PER HOUR-MINIMUM 4 HOURS)	\$50	As determined
CUSTODIAL (PER HOUR-MINIMUM 4 HOURS)	\$27	Required Fee
HS STADIUM CLEANING FEE (PER EVENT)	\$500	Required Fee
DEPOSIT	\$1,000	Required Fee
* HIGH SCHOOL STADIUM TRACK NOT RENTED SEPERATELY		
MS STADIUMS (Griffin MS, Shadow Ridge MS)		
MS STADIUM & PRESSBOX (RATE COVERS FIRST 4 HOURS; ADDITIONAL HOURS-\$75 PER HOUR)	\$300	Required Fee
PER HOUR AFTER 4 HOURS	\$75	As applicable
MS STADIUM MANAGER (PER HOUR-MINIMUM 4 HOURS)	\$40	Required Fee
MS CLOCK/SCOREBOARD OPERATOR (PER HOUR-MINIMUM 4 HOURS)	\$30	As applicable
MS AUDIO PERSONNEL (PER HOUR-MINIMUM 4 HOURS)	\$30	As applicable
MS GATE PERSONNEL (TICKET) – (PER HOUR)	\$30	As applicable
MS STADIUM SECURITY (PER HOUR-MINIMUM 4 HOURS)	\$50	As determined
CUSTODIAL (PER HOUR-MINIMUM 4 HOURS)	\$27	Required Fee
MS STADIUM CLEANING FEE (PER EVENT & IN ADDITIONAL TO CUSTODIAL FEE)	\$250	Required Fee
DEPOSIT	\$500	Required Fee

UIL Sanctioned Soccer Playoff Games Schedule of Fees

FACILITY USAGE FEE (PER TEAM)	\$250.00
SUPERVISOR	\$100.00 OR EXTRA DUTY PAY
GATE KEEPER	\$50.00 OR EXTRA DUTY PAY
CLOCK/SCORE KEEPER	\$50.00 OR EXTRA DUTY PAY
ANNOUNCER	\$50.00 OR EXTRA DUTY PAY

OUTDOOR ATHLETIC FACILITIES



Outdoor Athletic Areas Available for Nonschool Use

- Baseball/Softball Fields
- Tennis Courts
- Parking Lots (Some use allowed with insurance and signed agreement.)

Grass practice fields shall not be available for nonschool use.

Outdoor Athletic Facility Use

Applications for nonschool use of an outdoor athletic area should be submitted to the applicable campus. The Facility Services department has final approval authority of nonschool use of an outdoor athletic area.

Non-Profit Organizations

Not-for-profit organizations that provide proof of a 501(c)(3) standing with the Internal Revenue Service and whose program is for school-age children and involves primarily LISD students will be charged a non-profit rate.

Outdoor Athletic General Rules and Regulations

1. Per GKD (LOCAL), academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. The principal shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.
2. LISD reserves the right to limit use on or cancel use if a field begins to show deterioration from overuse.
3. LISD reserves the right to limit field use, up to and including suspension of use during UIL sanctioned sports seasons that impact a field.
4. LISD reserves the right to deny rental requests made by organizations that restrict participation in high school sports.
5. An LISD rental supervisor is required for all nonschool use. Fees will be assessed for this service.
6. LISD rental supervisors for outdoor athletic areas must be approved by Facility Services.
7. Nonschool groups will provide their own athletic equipment.
8. Equipment may not be stored at an LISD facility.
9. Only LISD employees may operate LISD equipment. Fees will be assessed for these services.
10. Keys to LISD facilities will not be provided to renters.
11. Custodial services are required. Fees will be assessed for these services.
12. Upon receipt of the rental request, the event will be evaluated by the LISD Safety and Security staff to determine the security needs for the event. Fees will be assessed for the security personnel.
13. If a renter desires to have concessions during an outdoor event, Renter must note this on the application form. The LISD site requested will first contact an LISD approved organization to sell concessions. Should no LISD approved organization choose to provide concessions, Renter may sell concessions from a tent or kiosk with prior LISD approval, providing Renter obtains a permit from the appropriate health department and supplies a copy to LISD no less than fourteen (14) days before the event. Beverages served must comply with the LISD Exclusive Beverage Company Agreement.
14. Fireworks will not be allowed on LISD property.

Baseball/Softball

1. Chalking of baseball or softball fields requires approval from the Lewisville ISD Athletic Director or their designee.
2. Only LISD employees may chalk LISD fields.
3. Baseball/Softball fields may not be rented in August (field resting period).

Tennis Courts

1. Only tennis may be played on tennis courts.
2. No glass allowed on tennis courts.
3. No skating devices of any kind (skateboards, Heelys, roller skates) may be used on tennis courts.
4. No food is allowed on the tennis courts.
5. Only drinks contained in a sealed container are allowed on the tennis court.

Parking Lots

1. Must be approved by LISD.
2. Organizations whose event requires a permit by a city or township authority must provide LISD with a copy of the permit issued by the city or township.
3. LISD supervisors may be required. Fees for this service will be assessed.
4. LISD custodial services may be required. Fees for this service will be assessed.
5. Portable toilets may be approved on a case-by-case basis.
6. No activity will be allowed that could damage LISD parking lots.
7. Availability and suitability will be determined by campus principals and LISD Facility Services.

Documents and Forms

1. [Appendix A](#) [Lewisville ISD Facility Use Agreement](#)
2. [Appendix D](#) [Lewisville ISD Outdoor Facility Use Application](#)
3. [Appendix G](#) [Event Check-In Form](#)
4. [Appendix H](#) [Event Check-Out Form](#)

LISD Outdoor Athletic Facilities

Schedule of Fees

Class I	SCHOOL SUPPORT ORGANIZATION
Class II	NONPROFIT ORGANIZATION
Class III	FOR PROFIT ORGANIZATION

BASEBALL/SOFTBALL FIELD	CLASS I	CLASS II	CLASS III
SOFTBALL WITH LIGHTS (PER HOUR-MINIMUM 3 HOURS)	\$35	\$35	\$125
SOFTBALL WITHOUT LIGHTS (PER HOUR-MINIMUM 3 HOURS)	\$25	\$25	\$75
BASEBALL WITH LIGHTS (PER HOUR-MINIMUM 3 HOURS)	\$35	\$35	\$150
BASEBALL WITHOUT LIGHTS (PER HOUR-MINIMUM 3 HOURS)	\$25	\$25	\$100
RENTAL SUPERVISOR (PER HOUR-MINIMUM 3 HOURS)	\$30	\$30	\$30
CUSTODIAL (PER HOUR-MINIMUM 4 HOURS)	\$27	\$27	\$27
DEPOSIT	\$250	\$250	\$250
TENNIS COURTS	CLASS I	CLASS II	CLASS III
PER COURT (PER HOUR-MINIMUM 3 HOURS)	\$9	\$9	\$9
RENTAL SUPERVISOR (PER HOUR-MINIMUM 3 HOURS)	\$30	\$30	\$30
CUSTODIAL (PER HOUR-MINIMUM 4 HOURS)	\$27	\$27	\$27
DEPOSIT	\$250	\$250	\$250

CAMPUS INDOOR AREAS



Campus Indoor Areas Available for Nonschool Use

- Cafeteria
- Classrooms
- Gyms
- Auditoriums
- Parking Lots (Some use allowed with insurance and signed agreement.)

Weight Rooms and Indoor Activity Centers shall not be available for nonschool use.

Campus Indoor Facility Use

Applications for nonschool use of a campus indoor area should be submitted to the applicable campus. The Facility Services department has final approval authority of nonschool use of an indoor area.

Scouting Groups/YMCA

Groups such as Boy Scouts, Girl Scouts and YMCA (which directly relate to LISD students) will be given a discounted rate on events held at LISD campuses. Boy Scouts and Girl Scouts will not be charged for recurring weekly/monthly meetings if either of the following criteria is met:

1. Meetings must take place prior to and conclude before 8 p.m. on weekdays; or
2. No climate control is required for the meeting(s).
3. No additional custodial services outside of the regular weekday custodial hours are required.

All events relating to Boy Scouts and Girl Scouts that do not meet the above criteria will be charged a discounted room rate and be required to pay custodial, supervisor and rental deposit fees for meetings and special events which occur after 8:00 p.m. on weekdays; or on weekends.

Non-Profit Organizations

Not-for-profit organizations that provide proof of a 501(c)(3) standing with the Internal Revenue Service and whose program is for school-age children and involves primarily LISD students will be charged a non-profit rate.

Campus Indoor General Rules and Regulations

1. Per GKD (LOCAL), academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. The principal shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.
2. LISD reserves the right to deny rental requests made by organizations that restrict participation in high school sports.
3. An LISD Rental Supervisor is required for all nonschool use. Fees will be assessed for this service.
4. LISD Rental Supervisors must be approved by the campus principal.
5. Renter shall provide its own floodlights, projectors, TV's, VCR's, musical instruments, stereos, microphones, physical education or athletic equipment.
6. Equipment may not be stored at an LISD facility.
7. Only LISD employees may operate LISD equipment. Fees will be assessed for these services
8. Keys to LISD facilities will not be provided to renters.
9. Custodial services may be required. Fees will be assessed for these services.
10. Upon receipt of the rental request, the event will be evaluated by the LISD Safety and Security staff to determine the security needs for the event. Fees will be assessed for the security personnel.

11. If a renter desires to have concessions during an indoor event, Renter must note this on the application form. The LISD site you are using will contact an LISD approved organization on behalf of the Renter. Should no LISD approved organization choose to provide concessions, Renter will not be permitted to sell concessions during the event. Beverages served must comply with the LISD Exclusive Beverage Company Agreement.
12. Food and drinks may only be consumed in the cafeteria.
13. No skating devices of any kind (skateboards, Heelys, roller skates) may be used indoor.

Gym Rules and Regulations

1. Only rubber soled shoes shall be allowed on gymnasium floors and Renter shall take every reasonable measure to see that gymnasium floors are protected by using mats under tables and/or chairs and removing dirt, mud, sand, and water from shoes before stepping onto gym floors.
2. Renters will provide their own athletic equipment. Only LISD employees may set up LISD nets.
3. Renters may not store equipment at an LISD facility.
4. Absolutely no climbing or jumping on gym bleachers or equipment
5. The fee paid for the use of a gymnasium does not include use of the concession area or the athletic locker rooms.
6. Taping of signs to gym walls is not permitted.
7. Taping of gym floors is not permitted.

Cafeteria Rules and Regulations

1. If using a cafeteria, Renter may use the cafeteria tables and chairs housed in the building.
2. Renter may not use any other LISD property unless specific arrangements have been made in advance and in writing with the site you are renting. This includes, but is not limited to, the public announcement system.

Classrooms– Classroom rentals will be considered on a case-by-case basis.

Performing Arts Centers (Auditoriums)

The following applies to any request to utilize a Performing Arts Center (Auditorium) at any High School in the district:

1. A mandatory walk-through with LISD personnel is required and LISD personnel will determine:
 - A. the number of technicians required to work the event (light, sound and stagehand);
 - B. if Renter will need to use the orchestra pit;
 - C. if the existing lighting and sound system must be altered;
 - D. the number of dressing rooms needed;
 - E. any other specific needs.
2. When light, sound or stagehand technicians are required for an event, separate fees apply for each technician (see attached Schedule of Fees). LISD will determine the need for technicians. A technical supervisor is also required at the rate set in the attached Schedule of Fees.
3. Only LISD technicians are approved to operate LISD equipment.
4. Should an auditorium's lighting pattern be required, other than the basic preset pattern, there will be a charge to set another pattern and to return to the basic preset pattern at a rate of \$25 per hour per required technician.
5. If strike and reset of the stage is required, fees will be added at the rental supervisor hourly rate.
6. LISD does not provide microphones, light gels, music stands or any other supplies. Renter must supply these, if needed.

Parking Lots

1. Must be approved by LISD.
2. Organizations whose event requires permitting by a City or Township authority must provide LISD with a copy of the permit provided by the City or Township
3. LISD supervisors may be required. Fees for this service will be assessed
4. LISD custodial services may be required. Fees for this service will be assessed.
5. Portable toilets may be approved on a case-by-case basis
6. No activity will be allowed that could damage LISD parking lots
7. Availability and suitability will be determined by campus principals and LISD Facility Services.

Documents and Forms

1. [Appendix A](#) [Lewisville ISD Facility Use Agreement](#)
2. [Appendix E](#) [Lewisville ISD Campus Indoor Facility Use Application](#)
3. [Appendix G](#) [Event Check-In Form](#)
4. [Appendix H](#) [Event Check-Out Form](#)

**Lewisville ISD
Campus Pricing
Boy/Girl Scouts
Class A Schedule of Fees**

	High School	Middle School	Elementary School	Charge Type
Damage Deposit (Refundable)	\$250.00	\$250.00	\$250.00	Per Campus
Administration Fee	\$10.00	\$10.00	\$10.00	Per Campus
PERFORMING ARTS CENTER				
Auditorium (4 hour minimum)	\$25.00	\$20.00	n/a	Per Hour
Drama Room	\$15.00	n/a	n/a	Per Hour
Auditorium Sound System <i>LISD Technicians (required to operate sound system)</i>	\$100.00	\$100.00	n/a	Per Event
Lighting Technician	\$30.00	\$30.00	n/a	Per Hour
Sound Technician	\$30.00	\$30.00	n/a	Per Hour
Stagehand Technician	\$30.00	\$30.00	n/a	Per Hour
Technical Supervisor	\$35.00	\$35.00	n/a	Per Hour
CAFETORIUM				
*PA System in Cafetoriums	\$75.00	\$75.00	\$75.00	Per Event
*renter must provide microphone	-	-	-	
GYMS				
Large Gym	\$22.50	\$14.00	\$10.00	Per Hour
Small Gym	\$15.00	\$12.50	n/a	Per Hour
CLASSROOMS				
	\$7.50	\$7.50	\$7.50	Per Hour / Per Classroom
PERSONNEL FEES				
Rental Supervisor	\$30.00	\$30.00	\$30.00	Per Hour
Custodian (4 hour minimum)	\$27.00	\$27.00	\$27.00	Per Hour
Facility Services Technician	\$35.00	\$35.00	\$35.00	Per Hour
OTHER FEES				
Tables	\$10.00	\$10.00	\$10.00	Each
Chairs	\$0.50	\$0.50	\$0.50	Each
Risers	\$10.00	\$10.00	\$10.00	Per Section

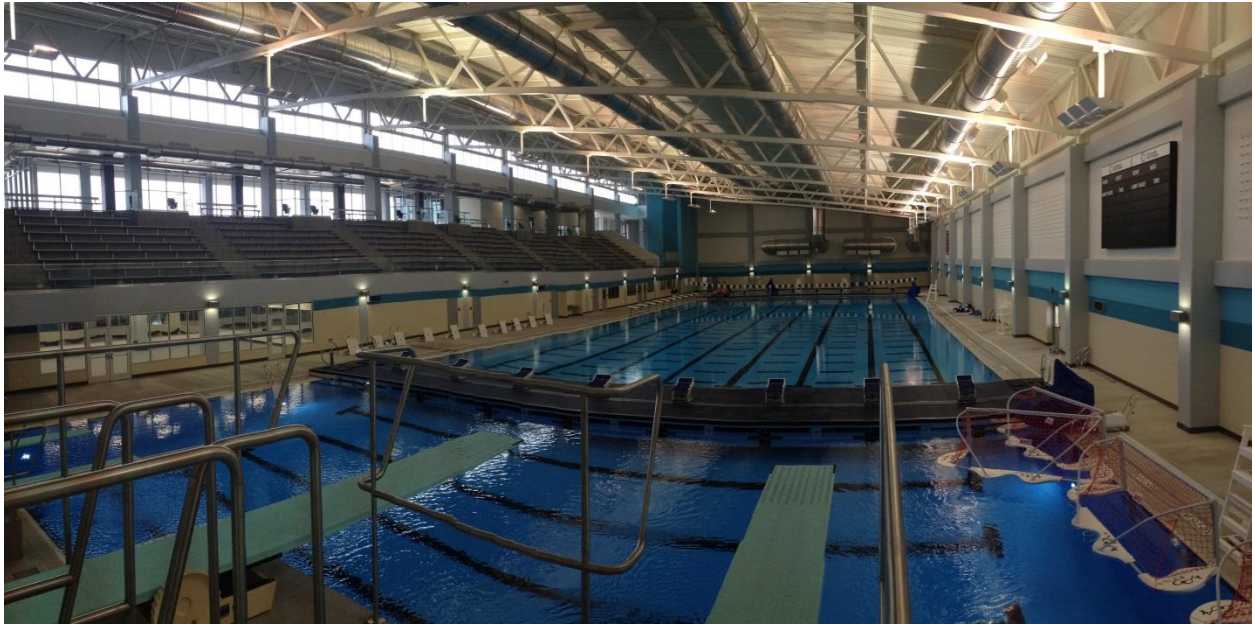
**Lewisville ISD
Campus Pricing
Non-Profit Organizations
Class B Schedule of Fees**

	High School	Middle School	Elementary School	Charge Type
Damage Deposit (Refundable)	\$250.00	\$250.00	\$250.00	Per Campus
Administration Fee	\$10.00	\$10.00	\$10.00	Per Campus
PERFORMING ARTS CENTER				
Auditorium (4 hour minimum)	\$45.00	\$40.00	n/a	Per Hour
Drama Room	\$30.00	n/a	n/a	Per Hour
Auditorium Sound System <i>LISD Technicians (required to operate sound system)</i>	\$100.00	\$100.00	n/a	Per Event
Lighting Technician	\$30.00	\$30.00	n/a	Per Hour
Sound Technician	\$30.00	\$30.00	n/a	Per Hour
Stagehand Technician	\$30.00	\$30.00	n/a	Per Hour
Technical Supervisor	\$35.00	\$35.00	n/a	Per Hour
CAFETORIUM				
*PA System (if available)	\$75.00	\$75.00	\$75.00	Per Event
*renter must provide microphone	-	-	-	
GYMS				
Large Gym	\$65.00	\$28.00	\$10.00	Per Hour
Small Gym	\$30.00	\$25.00	-	Per Hour
CLASSROOMS				
	\$15.00	\$15.00	\$15.00	Per Hour / Per Classroom
PERSONNEL FEES				
Rental Supervisor	\$30.00	\$30.00	\$30.00	Per Hour
Custodian (4 hour minimum)	\$27.00	\$27.00	\$27.00	Per Hour
Facility Services Technician	\$35.00	\$35.00	\$35.00	Per Hour
OTHER FEES				
Tables	\$10.00	\$10.00	\$10.00	Each
Chairs	\$0.50	\$0.50	\$0.50	Each
Risers	\$10.00	\$10.00	\$10.00	Per Section

**Lewisville ISD
Campus Pricing
For-Profit Organization
Class C Schedule of Fees**

	High School	Middle School	Elementary School	Charge Type
Damage Deposit (Refundable)	\$250.00	\$250.00	\$250.00	Per Campus
Administration Fee	\$10.00	\$10.00	\$10.00	Per Campus
PERFORMING ARTS CENTER				
Auditorium (4 hour minimum)	\$200.00	\$150.00	n/a	Per Hour
Drama Room	\$75.00	n/a	n/a	Per Hour
Auditorium Sound System <i>LISD technicians required to operate sound system)</i>	\$100.00	\$100.00	n/a	Per Event
Lighting Technician	\$30.00	\$30.00	n/a	Per Hour
Sound Technician	\$30.00	\$30.00	n/a	Per Hour
Stagehand Technician	\$30.00	\$30.00	n/a	Per Hour
Technical Supervisor	\$35.00	\$35.00	n/a	Per Hour
CAFETORIUM				
*PA System in Cafetoriums (if available)	\$75.00	\$75.00	\$75.00	Per Event
*renter must provide microphone	-	-	-	
GYMS				
Large Gym	\$135.00	\$85.00	\$80.00	Per Hour
Small Gym	\$120.00	\$70.00	n/a	Per Hour
CLASSROOMS				
	\$30.00	\$30.00	\$30.00	Per Hour / Per Classroom
PERSONNEL FEES				
Rental Supervisor	\$30.00	\$30.00	\$30.00	Per Hour
Custodian (4 hour minimum)	\$27.00	\$27.00	\$27.00	Per Hour
Facility Services Technicians	\$35.00	\$35.00	\$35.00	Per Hour
OTHER FEES				
Tables	\$10.00	\$10.00	\$10.00	Each
Chairs	\$0.50	\$0.50	\$0.50	Each
Risers	\$10.00	\$10.00	\$10.00	Per Section

AQUATIC CENTERS



Aquatic Centers Available for Nonschool Use

Westside Aquatic Center
1750 Duncan Lane
Lewisville, TX 75067
214-222-6940

Aquatic Center - East
5729 Memorial Drive
The Colony, TX 75056
469-948-2751

Aquatic Center Facility Use Rules and Regulations

Applications for nonschool use of LISD aquatic facilities should be submitted to the pool manager at the requested aquatic center. The Facility Services department has final approval authority of nonschool use of aquatic facilities.

Aquatic Center Facilities General Rules and Regulations

1. LISD personnel will determine the number of staff required to work an event and any other specific requirements.
2. Renter must pay for all lanes reserved.
3. Number of lanes reserved relates to the organization, not the individuals who are part of the organization.
4. An LISD supervisor is required for all nonschool use. Fees will be assessed for this service.
5. LISD lifeguards are required for aquatic facility use. Fees will be assessed for this service.
6. Equipment may not be stored at an LISD facility.
7. Only trained personnel may operate LISD equipment.
8. Keys to LISD facilities will not be provided to renters.
9. Custodial services may be required. Fees will be assessed for these services.
10. If a renter desires to have concessions during an indoor event, Renter must note this on the application form. The LISD site you are using will contact an LISD approved organization on behalf of the Renter. Should no LISD approved organization choose to provide concessions, Renter will not be permitted to sell concessions during the event. Beverages served must comply with the LISD Exclusive Beverage Company Agreement.
11. Food and drinks may only be consumed in the concession area.
12. Glass containers of any sort are not permitted inside LISD aquatic facilities.
13. Balloons are not allowed in LISD aquatic facilities.
14. Running is not permitted.
15. Instructions from the lifeguards must be obeyed at all times.
16. Coaches, swimming instructors, swimmers, meet officials, timers, and staff members are allowed on deck. Spectators must remain in the bleacher seating area.
17. Any person having an infectious or communicable disease is prohibited from using the pool. Persons having open blisters, sores, or rashes are prohibited from using the pool.
18. Children who are not toilet trained may not enter the pool.
19. No one under the age of 12 years is allowed in the facility without adult supervision. Children age 6 and under must have an adult with them in the water at all times (One adult for every 3 kids six years of age and under).
20. Swimmers may be given a swimming assessment if their level of proficiency and safety is in doubt.
21. Swimmers must stay off the lane ropes.
22. Swimming under the bulkheads is prohibited.
23. Starting blocks will only be used under the supervision of coaches.
24. Only authorized personnel are permitted access to the filter, circulation, and chemical areas.
25. No floatation devices allowed in the water except U.S. Coast Guard-approved life vests.

Diving Board Rules

1. No diving in shallow water.
2. One person on the board at a time.
3. One bounce per person.
4. Moving the fulcrum on the boards will not be allowed. The fulcrum must remain in the forward position.
5. Jump straight off the board. Jumping or diving from the side of the board is prohibited.
6. Diving off the board from a handstand position will not be allowed.
7. No gainers (reverse dive) or anything backwards off the board.
8. No diving with goggles or life jackets.
9. No hanging off the board.

Documents and Forms

1. [Appendix A](#) [Lewisville ISD Facility Use Agreement](#)
2. [Appendix F](#) [Lewisville ISD Aquatic Center Facility Use Application](#)
3. [Appendix G](#) [Event Check-In Form](#)
4. [Appendix H](#) [Event Check-Out Form](#)

**LISD Aquatic Center Facility
Classification and Pricing**

Class I	SCHOOL SUPPORT
Class II	NON-PROFIT ORGANIZATION
Class III	FOR PROFIT

POOL LANE USE	CLASS I	CLASS II	CLASS III
POOL LANES - 25 YARDS OR LESS (PER HOUR, PER, LANE)	\$12	\$12	\$12
POOL LANES - 50 METERS OR MORE (PER HOUR, PER, LANE)	\$22	\$22	\$22
ENTIRE POOL USE	CLASS I	CLASS II	CLASS III
AQUATIC CENTER - EAST (PER HOUR)	\$300	\$300	\$300
WESTSIDE AQUATIC CENTER	\$350	\$350	\$350
NONPOOL AREAS	CLASS I	CLASS II	CLASS III
CLASSROOM (PER SIDE)	\$100	\$100	\$100
CONCESSION (PROOF OF HEALTH PERMIT REQUIRED)	\$200	\$200	\$200
WEIGHT ROOM – AQUATIC CENTERS ONLY (PER HOUR)	\$50	\$50	\$50
PERSONNEL	CLASS I	CLASS II	CLASS III
ADMINISTRATION AND SUPERVISOR FEE (PER HOUR)	\$50	\$50	\$50
CUSTODIAL (PER HOUR, MINIMUM 4 HOURS)	\$27	\$27	\$27
LIFEGUARD (PER HOUR)	\$15	\$15	\$15
	CLASS I	CLASS II	CLASS III
EXTRA TRASH PICK UP	\$70	\$70	\$70
DEPOSIT	\$500	\$500	\$500

This FACILITY USE AGREEMENT is entered into by and between the LEWISVILLE INDEPENDENT SCHOOL DISTRICT, hereinafter referred to as LISD, an independent school district duly organized in the State of Texas, with its Administrative offices located at 1565 W. Main Street, Lewisville, Denton County, Texas 75067, and _____, hereinafter referred to as Renter, at (Street Address) _____, (City) _____, (State) _____ (Zip Code) _____, (County) _____.

In consideration of its use of LISD facilities and pursuant to the LISD Facility Use Application, Renter agrees to the following:

- 1) Renter agrees to pay all required fees in advance of any agreed-upon use of LISD Facilities.

Initial Here _____

- 2) Renter accepts full responsibility for, and will reimburse LISD for, damage caused to LISD property and any property located in or on LISD property resulting from or in any way connected with Renter’s use of LISD property.

Initial Here _____

- 3) RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS LISD, ITS BOARD OF TRUSTEES, AGENTS, OFFICERS, EMPLOYEES AND REPRESENTATIVES FROM ANY CLAIM, DAMAGE, LOSS, OR LEGAL FEES, FOR LOSS OF LIFE, BODILY INJURY, OR DAMAGE TO PROPERTY SUFFERED BY A PARTICIPANT, SPONSOR, VISITOR, OR ANY OTHER PERSON THAT IS IN ANY WAY CONNECTED WITH RENTER’S USE OF THE LISD PROPERTY.

Initial Here _____

The facilities and/or premises being furnished pursuant to the Application for Facility Use are being furnished without warranty and the Renter agrees to accept said facilities in their “As Is” condition.

I have read, understand and agree to uphold and abide by all LISD District policies and LISD guidelines regarding nonschool use of LISD facilities as stated herein or attached hereto.

The undersigned is legally authorized to execute this agreement on behalf of Renter.

Renter’s Authorized Agent (Please print)

Title

Renter’s Authorized Agent Signature

Date

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LEWISVILLE ISD HIGH SCHOOL AND MIDDLE SCHOOL
STADIUMS FACILITY USE APPLICATION

For application consideration, please return the LISD High School and Middle School Facility Use Application to rentals@lisd.net or fax to 214-626-1772. Facility Use Applications must be received 45 business days in advance of the requested rental date.

ORGANIZATION /APPLICANT NAME _____

CONTACT NAME _____

PHONE NUMBER _____

BILLING ADDRESS _____

EMAIL ADDRESS _____

WEBSITE ADDRESS _____

STADIUM REQUESTED _____

PURPOSE OF RENTAL _____ EVENT NAME _____

(Examples: Practices, Games, Camp/Clinic)

EVENT DATE(S) _____

(If recurring, please indicate the desired start date, end date and recurring days of the week)

EVENT START TIME _____

(Including Setup)

END TIME: _____

(Including Teardown/Cleaning)

IS EVENT OPEN TO THE PUBLIC? _____

NUMBER OF ATTENDEES _____

WILL FEES BE CHARGED TO PARTICIPANTS? _____

WHAT IS PARTICIPANT FEE? _____

WILL FEES BE CHARGED TO SPECTATORS? _____

WHAT ARE SPECTATOR FEES? _____

PLEASE MARK ALL THAT APPLY:

*SCOREBOARD _____ *PA SYSTEM _____ PRESS BOX _____ TICKET BOOTH _____ *TIMER _____

*Only LISD personnel are allowed to operate equipment. Fees will be assessed for these services.

APPLICANT/RENTER NAME (Please print)

APPLICANT/RENTER SIGNATURE

DATE

Upon receipt of a signed Facility Use Agreement, this Facility Use Application will become an addendum to the agreement. Additions, deletions or changes to the details of this use request must be in writing.

Stadium Rental Questionnaire

IS LIGHTING REQUIRED? _____

ARE RESTROOMS NEEDED? _____

IS CONCESSION STAND NEEDED? _____

WILL FOOD BE SERVED? _____

WILL A CITY PERMIT BE REQUIRED? _____

WILL PORTABLE TOILETS BE DELIVERED? _____

Appendix C

UIL SANCTIONED SOCCER PLAYOFF GAME AGREEMENT

District: _____ (check one) **BOYS SOCCER:** ____ **GIRLS SOCCER:** ____

HOME: _____ **VISITOR:** _____

DATE: _____ **TIME:** _____ **SITE:** _____

PLAYOFF ROUND: _____ **PASSES:** _____

ADULT TICKET PRICE: _____ **STUDENT TICKET PRICE:** _____

RESPONSIBLE PARTY: _____ **OFFICIALS CHAPTER:** _____

TURNKEY RESPONSIBILITY: _____

SECURITY: _____ **FACILITY USAGE FEE: \$250.00 PER TEAM**

ARRIVAL TIME: _____ **SUPERVISOR: \$100.00 OR EXTRA DUTY PAY**

HOME WARM UP TIME: _____ **GATE KEEPER: \$50.00 OR EXTRA DUTY PAY**

VISITOR WARM UP TIME: _____ **CLOCK/SCORE KEEPER: \$50.00 OR EXTRA DUTY PAY**

GAME BALL: _____ **ANNOUNCER: \$50.00 OR EXTRA DUTY PAY**

GAME BALL PROVIDER: _____

CONCESSIONS: _____ **PROGRAMS:** _____

WARM UP MUSIC: _____ **NATIONAL ANTHEM:** _____

HOME TEAM INFORMATION:

NAME: _____ **CELL:** _____

EMAIL: _____

SIGNATURE: _____

VISITOR TEAM INFORMATION:

NAME: _____ **CELL:** _____

EMAIL: _____

SIGNATURE: _____

HOST SCHOOL CONTACT:

NAME: _____ **CELL:** _____

EMAIL: _____

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Appendix D

LEWISVILLE ISD OUTDOOR FACILITY USE APPLICATION

For application consideration, please return the LISD Outdoor Facility Use Application to the applicable campus. Facility Use Applications must be received 45 business days in advance of the requested rental date.

ORGANIZATION /APPLICANT NAME _____

CONTACT NAME _____

PHONE NUMBER _____

BILLING ADDRESS _____

EMAIL ADDRESS _____

WEBSITE ADDRESS _____

ORGANIZATION TYPE (check one):

Class 1 _____ (School Support) Class 2 _____ (Non-Profit, Non-Club) Class 3 (Other) _____

FACILITY REQUESTED _____

PURPOSE OF RENTAL _____ EVENT NAME _____
(Examples: Practices, Games, Camp/Clinic)

FIELD TYPE: _____
(i.e., baseball/softball, tennis court, parking lot)

EVENT DATE(S) _____
(If recurring, please indicate the desired start date, end date and recurring days of the week)

EVENT START TIME _____
(Including Setup)

END TIME: _____
(Including Teardown/Cleaning)

IS EVENT OPEN TO THE PUBLIC? _____

NUMBER OF ATTENDEES _____

WILL FEES BE CHARGED TO PARTICIPANTS? _____

WHAT IS PARTICIPANT FEE? _____

WILL FEES BE CHARGED TO SPECTATORS? _____

WHAT ARE SPECTATOR FEES? _____

PLEASE MARK ALL THAT APPLY:

*SCOREBOARD _____ *PA SYSTEM _____ PRESS BOX _____ TICKET BOOTH _____ *TIMER _____

*Only LISD personnel are allowed to operate equipment. Fees will be assessed for these services.

APPLICANT/RENTER NAME (Please print) _____ APPLICANT/RENTER SIGNATURE _____ DATE _____

Upon receipt of a signed Facility Use Agreement, this Facility Use Application will become an addendum to the agreement. Additions, deletions or changes to the details of this use request must be in writing.

Baseball/Softball Field Questionnaire

IS LIGHTING REQUIRED? _____

ARE RESTROOMS NEEDED? _____

IS CONCESSION STAND NEEDED? _____

WILL FOOD BE SERVED? _____

Tennis Court Questionnaire

IS LIGHTING REQUIRED? _____

ARE RESTROOMS NEEDED? _____

IS CONCESSION STAND NEEDED? _____

WILL FOOD BE SERVED? _____

Parking Lot Questionnaire

Please provide a brief description of the event and area needed: _____

WILL A CITY PERMIT BE REQUIRED? _____

WILL PORTABLE TOILETS BE DELIVERED? _____

IS LIGHTING REQUIRED? _____

WILL FOOD BE SERVED? _____

For application consideration, please return this LISD Campus Indoor Facility Use Application to the applicable campus. Applications should be submitted 45 business days in advance of the requested rental date.

ORGANIZATION /APPLICANT NAME _____

CONTACT NAME _____

PHONE NUMBER _____

ADDRESS _____

EMAIL ADDRESS _____

ORGANIZATION TYPE (check one):

Class A (YMCA/Scouts) _____ Class B (Non-Profit) _____ Class C (For-Profit) _____

FACILITY REQUESTED _____

ROOM(S)/AREA(S) REQUESTED _____

SET UP REQUIREMENTS (Attach drawing of layout) _____

TYPE OF EVENT _____

(Examples: Meeting, Sports Practices, Sports Tournament, Banquet, Performance, Educational, Summer Camp)

EVENT DATE(S) _____

(If recurring, please indicate the desired start date, end date and recurring days of the week)

START TIME _____ (Include Setup) END TIME: _____ (Including Teardown/Cleaning)

IS EVENT OPEN TO THE PUBLIC? _____ WILL FEES BE CHARGED TO PARTICIPANTS? _____

AGE RANGE OF PARTICIPANTS _____ NUMBER OF ATTENDEES _____

WILL FOOD BE SERVED _____ (Food and drinks may only be consumed in the cafeteria)

PLEASE PROVIDE THE NAME(S) OF THE ADULTS WHO WILL BE PROVIDED BY THE RENTER TO OVERSEE THE PARTICIPANTS DURING THE RENTAL EVENT(S) _____

Please Note: Renter, or anyone associated in any way with Renter, shall not enter LISD property where students are present when they have been convicted, received probation or deferred adjudication for the following felony offenses:

- a) Any offense against a person who was, at the time the offense occurred, under 18 years of age or enrolled at a public school
- b) Any sex offense
- c) Any crimes against persons involving controlled substances or property
- d) Any other offense LISD believes might compromise the safety of students, staff or property

APPLICANT NAME _____ TITLE _____ DATE _____

Upon receipt of a signed Facility Use Agreement, this Facility Use Request Application will become an addendum to the agreement. Additions, deletions or changes to the details of this use request must be in writing.

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For application consideration, please return this application to the pool manager at the requested aquatic center. Rental requests for swim meets will also require that a swim meet summary be provided to the LISD pool manager.

ORGANIZATION /APPLICANT NAME _____

CONTACT NAME _____

PHONE NUMBER _____

BILLING ADDRESS _____

EMAIL ADDRESS _____

WEBSITE ADDRESS _____

AQUATIC CENTER REQUESTED: _____

PURPOSE OF RENTAL _____ NUMBER OF SWIMMERS _____

(Example: Practices, Swim Meet)

RECURRING RENTAL REQUEST DETAILS

START DATE _____ END DATE _____

RECURRING DETAILS (Please be sure to indicate if times are a.m. or p.m.)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
NUMBER OF LANES							
Start Time							
End Time							
<hr/>							
NUMBER OF LANES							
Start Time							
End Time							
<hr/>							
NUMBER OF LANES							
Start Time							
End Time							
<hr/>							
NUMBER OF LANES							
Start Time							
End Time							

SWIM MEET REQUEST DETAILS

EVENT DIRECTOR'S NAME _____

EVENT DIRECTOR'S CONTACT NUMBER _____

EVENT DIRECTOR'S EMAIL ADDRESS _____

EVENT DETAILS (PLEASE INDICATE IF DETAILS VARY BETWEEN RENTAL DAYS)

DATE(S) OF EVENT _____

OPEN FACILITY TIME(S) _____

PATRONS ARRIVAL TIME(S) _____

SWIMMER START TIME (In Water) _____

ESTIMATED NUMBER OF SWIMMERS _____

SWIM MEET LAYOUT REQUEST (COLORADO TIMING)?

SWIM MEET SETUP (MARK ALL THAT APPLY)

DEEP END _____ SHALLOW END _____ MIDDLE _____ LONG COURSE _____

OTHER APPLICATION DETAILS

IS CONCESSION STAND NEEDED? _____

WILL FOOD BE SERVED? _____

IS EVENT OPEN TO THE PUBLIC? _____

NUMBER OF ATTENDEES _____

WILL FEES BE CHARGED TO PARTICIPANTS? _____

WHAT IS PARTICIPANT FEE? _____

WILL FEES BE CHARGED TO SPECTATORS? _____

WHAT ARE SPECTATOR FEES? _____

APPLICANT/RENTER NAME (Please print)

APPLICANT/RENTER SIGNATURE

DATE

Upon receipt of a signed Rental Agreement, this Facility Rental Application form will become an addendum to the agreement. Additions, deletions or changes to the details of this use request must be in writing and will also become part of the signed rental agreement.

Facility: _____ Event Code: _____

Organization: _____ Date of Event: _____

Event Name: _____ Event Hours: _____

Organization Contact: _____

I am your LISD Site Supervisor: _____ Check in Time: _____

NOTE: Failure to complete the Check-In/Check-Out Form with the LISD Site Supervisor could result in the Renter being liable for items not noted on this form prior to event.

1. Please check the areas that are listed on your Rental Agreement:

	<u>CLEAN</u>		<u>Any Damage</u>		<u>Explain</u>
	Yes	No	Yes	No	
Auditorium	Yes	No	Yes	No	_____
Cafeteria	Yes	No	Yes	No	_____
Drama Room	Yes	No	Yes	No	_____
Gym (Lg.)	Yes	No	Yes	No	_____
Gym (Sm.)	Yes	No	Yes	No	_____
Restrooms	Yes	No	Yes	No	_____
Stadium	Yes	No	Yes	No	_____

2. Please check all equipment being used:

	<u>Ready for Use</u>		<u>Any Damage</u>		<u>Explain</u>
	Yes	No	Yes	No	
Lights	Yes	No	Yes	No	_____
Sound System	Yes	No	Yes	No	_____

3. Please check the requested setup

	<u>Set-up Ready</u>		<u>Any Damage</u>		<u>Explain</u>
	Yes	No	Yes	No	
Chairs	Yes	No	Yes	No	_____
Risers	Yes	No	Yes	No	_____
Tables	Yes	No	Yes	No	_____

4. Please note anything of concern or in question:

Signatures:

Renter: _____ Time: _____ Date: _____

LISD Staff: _____ Time: _____ Date: _____

Pre-Event Hours: _____

Event Hours: _____ Post Event Hours: _____

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1. Please check the areas that are listed on your Rental Agreement:

	<u>Any Damage</u>		<u>Explain</u>
Auditorium	Yes	No	_____
Cafeteria	Yes	No	_____
Drama Room	Yes	No	_____
Gym (Lg.)	Yes	No	_____
Gym (Sm.)	Yes	No	_____
Restrooms	Yes	No	_____

2. Please check all equipment being used:

	<u>Any Damage</u>		<u>Explain</u>
Lights	Yes	No	_____
Scoreboard	Yes	No	_____
Sound System	Yes	No	_____

3. Please check the requested set-up:

	<u>Any Damage</u>		<u>Explain</u>
Chairs	Yes	No	_____
Risers	Yes	No	_____
Tables	Yes	No	_____

4. Please note anything of concern or in question:

5. Did the LISD on-site Supervisor perform their duties?

_____ Date: _____ Time: _____

Renter's Signature

LISD USE ONLY

Did the Renter abide by the LISD Rental Agreement?

LISD Staff: _____ Date: _____

Time Event Ended: _____

Custodial Hours: _____ Supervisor Hours: _____

Please be sure lights are turned off.

(Please turn all paper work back into school to be sent to Rental/Utilities Coordinator.)