

LOS FRESNOS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
REQUEST FOR USE OF FACILITIES

School/Location: _____

Event: _____

For Organization/Campus: _____

Kitchen Cafeteria State Library Gymnasium Field

Date of Event: _____

Starting Time: _____ a.m./p.m. to _____ a.m./p.m.

Set-up Time Required: _____ a.m./p.m. to _____ a.m./p.m.

Person In Charge of Setting Up: _____ Phone: _____

Person Requesting Facility: _____ Phone: _____

Position With Organization: _____

Contact Person: _____ Phone: _____

Rental Fee: Make Checks Payable to Los Fresnos C.I.S.D.

PERSONNEL USE ONLY

Food Service Director's Approval Yes No
For use of cafeteria/kitchen

Signature: _____ Date: _____

Theatre Director's Approval Yes No
For use of high school stage/lighting/sound

Signature: _____ Date: _____

Athletic Coordinator's Approval Yes No

Signature: _____ Date: _____

Principal's Approval Yes No

Signature: _____ Date: _____

Executive Director for District Operations' Approval Yes No

Signature: _____ Date: _____

Superintendent's Approval Yes No

Signature: _____ Date: _____

LOS FRESNOS CISD FACILITY USE FEE SCHEDULE

Rental fees have been established on a two-hour basis.

Building	Classrooms	Kitchen	Cafeteria	Gym
High School	\$15	\$75	\$100	\$100
Middle School	\$15	\$75	\$100	\$100
Elementary School	\$15	\$75	\$100	\$100
Football Stadium	\$400 w/ lights	N/A	N/A	N/A
Field Only	\$300 w/o lights			
Baseball Field	\$200 w/ lights \$150 w/o lights	N/A	N/A	N/A
Softball Field	\$200 w/ lights \$150 w/o lights	N/A	N/A	N/A
Theater Arts Facility	\$100	N/A	N/A	N/A
<p>Minimum custodian costs of \$15 an hour per custodian on duty will be charged in addition to the facility use fee. If actual custodian costs are higher than \$15 per hour, the actual cost will be charged. Custodian costs begin at least 30 minutes prior to the beginning of the event and continue at least 30 minutes after the end of the event. Fees for additional staff and services will be charged based on the applicable overtime rate, unless otherwise indicated.</p>				
Reservation of school grounds	\$75 weekly	\$15 additional hour		
<p>Field reservations are for weekly blocks of time, which includes two two-hour sessions during the week plus one 1.5-hour session on the weekend.</p>				
<p>Discounts: Nonprofit organizations (with a valid federal 501(c)(3) tax exemption) receive a 50 percent discount. Fees may be further reduced or waived if the event is deemed to be of particular benefit to the school or community and custodian costs are covered.</p>				
<p>Insurance: Proof of insurance will be required for all sporting events and practices that take place on District property.</p>				
<p>Additional charges for special equipment, services, or labor will be charged. Only those items listed below may be used by outside groups if approved by the building administrator, or subject to availability, and at a cost per day or any portion thereof as follows:</p>				
Public address system	\$50 day			
Projector and screen	\$30 day			
Tables	\$3 day			
Chairs	\$0.50 each			
Electronic technician	\$25 hour			
Training center	\$75 hour			