

**COLUMBIA-BRAZORIA INDEPENDENT SCHOOL DISTRICT**  
**P.O. BOX 158, WEST COLUMBIA, TX 77486**  
**FACILITY USE REQUEST**

Person Making Request \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Contact email address \_\_\_\_\_

Name of Group \_\_\_\_\_

Billing Address \_\_\_\_\_

Event Description \_\_\_\_\_

Approximate Number of Participants \_\_\_\_\_ Facility Requested \_\_\_\_\_

Date Needed \_\_\_\_\_ Time to Open \_\_\_\_\_

Time to Close \_\_\_\_\_

Room or Area Requested \_\_\_\_\_

**\*\*\*Changes/Cancellations MUST be submitted to Support Services 48 hours before scheduled event or charges will be incurred\*\*\***

It is agreed that the person or the organization requesting use of school facilities shall accept responsibility for and make payment for any damage to the building, equipment, furnishings or grounds resulting from the use of the facility. Also, it is agreed that the person making the request shall assure compliance with CBISD policy on use of school facilities by non-school groups. **It is also understood that no district employee shall be paid individually or directly for any services related to the use of any district facility.** Finally, it is agreed that payment for use of facilities shall be submitted to the CBISD Business Office within ten (10) days of receipt of statement. If payment is not made accordingly, future use of any CBISD facility may be denied. **A certificate of insurance shall be furnished by the organization naming CBISD as an additional insured or a liability waiver should be endorsed.**

Signature of Person Making Request \_\_\_\_\_ Date \_\_\_\_\_

Please complete the above items and return to the facility's Administrator.

Facility Use Payments can be made online at <https://www.myschoolbucks.com/login/getmain.do?action=home>

**TO BE COMPLETED BY THE BUILDING ADMINISTRATOR (Use CBISD Approved Fee Schedule)**

(APPROVED)(DISAPPROVED) \_\_\_\_\_ DATE \_\_\_\_\_  
Administrator Signature

BUILDING USE FEE \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
# Hrs. Rate Per Hr. # of Days

CHILD NUTRITION EMPLOYEE \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Minimum of 2 hours if kitchen requested (fee required if after assigned employee's regular work hours)

CUSTODIAN FEE \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Minimum of 2 hours (fee required if after assigned employee's regular work hours)

SECURITY FEE \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Minimum of 2 hours required for 100 people or more

**TOTAL CHARGE** \_\_\_\_\_

**\$200 Deposit required if estimated charges exceed \$200** DEPOSIT DATE & AMT PAID \_\_\_\_\_

NAME OF ASSIGNED CUSTODIAN: \_\_\_\_\_

NAME OF ASSIGNED CHILD NUTRITION EMPLOYEE \_\_\_\_\_

**Cc: Business Office(with deposit); Person Making Request; Support Services**

**COLUMBIA-BRAZORIA INDEPENDENT SCHOOL DISTRICT**  
**RENTAL OF FACILITY AGREEMENT**

The undersigned representative and, \_\_\_\_\_,  
(Organization's Name)  
agrees to indemnify, defend, and hold harmless the Columbia-Brazoria Independent School District, its Board members, officials, employees, and agents from any and all claims, actions and damages of any kind in using the facility on \_\_\_\_\_.  
(Date)

Applicant agrees to obey all federal and state laws, local ordinances, rules of the police and fire departments, and the rules and policies of CBISD. **The use of alcoholic beverages or tobacco products is prohibited on all Columbia-Brazoria ISD property.**

The undersigned, \_\_\_\_\_,  
(Organization's Name), hereby releases and forever discharges the Columbia-Brazoria Independent School District, its Board members, officials, and other employees and agents who might be claimed to be liable for any and all claims, demands, damages, actions, causes of action, suits, judgments or executions by reason of any losses incurred.

Applicant hereby agrees to all conditions mentioned in this agreement and the attached CBISD Facility Use Agreement and local CBISD board policy. Any breach of the terms of the agreement will result in the immediate termination of the use agreement.

In witness whereof, we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_\_.

\_\_\_\_\_  
Organization's Representative Signature

\_\_\_\_\_  
Organization's Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
CBISD Administrator Signature

**COLUMBIA – BRAZORIA ISD**  
**Facility Rental Fee Schedule – Board Approved (7/17/12)**

<b>Rental Area</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Group 4</b>
All Rates Per 2 Hour Rental – 2 Hour Minimum				
	For-Profit Organizations	Non-Profit Organizations	Non-Profit Youth (50% CBISD) Organizations	Education Groups
<b>ELEMENTARY</b>				
Cafeteria	<b>\$100</b>	<b>\$50</b>	<b>\$20</b>	<b>NC</b>
Classroom (Each)	<b>\$70</b>	<b>\$40</b>	<b>\$10</b>	<b>NC</b>
Kitchen	<b>\$100</b>	<b>\$50</b>	<b>\$20</b>	<b>NC</b>
<b>JUNIOR HIGH</b>				
Cafeteria	<b>\$100</b>	<b>\$50</b>	<b>\$20</b>	<b>NC</b>
Classroom (Each)	<b>\$70</b>	<b>\$40</b>	<b>\$10</b>	<b>NC</b>
Kitchen	<b>\$100</b>	<b>\$50</b>	<b>\$20</b>	<b>NC</b>
<b>HIGH SCHOOL</b>				
Auditorium	<b>\$250</b>	<b>\$100</b>	<b>\$40</b>	<b>NC</b>
Cafeteria	<b>\$150</b>	<b>\$60</b>	<b>\$30</b>	<b>NC</b>
Classroom (Each)	<b>\$70</b>	<b>\$40</b>	<b>\$10</b>	<b>NC</b>
Kitchen	<b>\$100</b>	<b>\$50</b>	<b>\$20</b>	<b>NC</b>
<b>ATHLETIC</b>				
Griggs Field	<b>\$300</b>	<b>\$200</b>	<b>\$60</b>	<b>NC</b>
Gym – CHS Competition	<b>\$150</b>	<b>\$100</b>	<b>\$50</b>	<b>NC</b>
Gym – CHS Auxillary	<b>\$120</b>	<b>\$70</b>	<b>\$40</b>	<b>NC</b>
Gym - WBJH	<b>\$120</b>	<b>\$70</b>	<b>\$40</b>	<b>NC</b>
Gym - Elementary	<b>\$80</b>	<b>\$50</b>	<b>\$30</b>	<b>NC</b>
Renfro Field	<b>\$200</b>	<b>\$150</b>	<b>\$30</b>	<b>NC</b>
<b>OTHER FEES</b>				
Administrator	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
Custodian	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>
Kitchen Worker	<b>\$40</b>	<b>\$40</b>	<b>\$40</b>	<b>\$40</b>
Security	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>
Technical Support	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>

**Athletic field lighting utility fee - \$60/2hrs**  
**Auditorium sound and lighting use requires technical support**  
**Use of Griggs Field press box requires technical support**  
**Security required for events over 100 in attendance**  
**Use of kitchen requires a Child Nutrition employee**  
**Fees are intended for use of district buildings and grounds after normal school/work hours**