



FACILITY RENTAL PACKET

HOW TO MAKE FACILITY RENTAL ARRANGEMENTS

- Read carefully, and return completed **APPLICATION/RENTAL AGREEMENT** (ROF_Form2) **TO USE FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT FACILITIES** to:

FRIENDSWOOD I.S.D.
Facilities Management Office
c/o Maricruz Castellanos
400 Woodlawn Suite C
Friendswood, TX. 77546

- When you submit the Packet to the Facilities Manager, submit specific details, such as: dates, times, facility, area(s), special equipment needs, security needs, etc.,
- The applicant must be an adult resident of the Friendswood Independent School District. **No prior plans should be made for facilities usage until the applicant has secured a signed approval application/agreement form.**
- Groups must show evidence of liability insurance** in the amount of \$1,000,000 per occurrence/ \$2,000,000 aggregate with the Friendswood Independent School District listed as additional insured and waiver of subrogation. **View sample form (ROF-Form6) enclosed**
- Nonprofit Status Verification Requirements.** All 501 (c) (3) nonprofit organizations, **shall** provide a copy of their letter of determination from the IRS and a copy of their 501 (c) (3) paperwork as part of this application. **View sample form (ROF_Form7) enclosed**
- Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis. Academic and extracurricular activities sponsored by the District will always have priority when any use is scheduled.
- Friendswood Independent School District reserves the right to reject any requests not in the best interest of the District.
- Once your Packet has been reviewed and approved, a copy will be returned to you along with a Facility Rental Fee Sheet for applicable fees pertaining to your rental agreement requirements.
- Your payment is due to the Facilities Manager at least 15 days before the scheduled event. A damage deposit of \$100.00 is required prior to the use of the facilities. If no damage is evident following the use of the facility, the deposit would be refunded or credited toward any additional charges.
- Please contact us should you have any questions at 281-996-2582 or email us at mcastellanos@fisd12.net