

## NORTH EAST INDEPENDENT SCHOOL DISTRICT

### Facility Usage Scheduling Procedures

A Facility Use Request form (located at [www.NEISD.net](http://www.NEISD.net), click the Facility Rental button on the left hand side of the webpage) must be submitted with the following information in order to start the facility use request process:

- The organization must provide the following:
  - Organization's name, contact person, address, city, state, zip code, phone number, date(s) and time(s), campus, area(s), type of activity, set-up, and equipment needed.
- Organization **must not** contact the campuses to request approval for an event.
- Organization must reside in the North East ISD boundaries.
- If claiming Non-profit, organization must provide NEISD with a non-profit number.
- Proof of Insurance must be provided. (If approved, the certificate of insurance must name NEISD as an additional insured in the amount of one million dollars.)
- Allow up to 2 weeks for response.

The Facility Reservation Specialist will submit the request to the Administrator at the requesting campus for availability and approval.

Once the request has been reviewed and approved by the campus Administrator, the Facility Reservation Specialist will notify the contact person with the organization of approval and details of any fees associated with the rental.

If the organization decides to proceed with the rental, the following will occur:

- A Contract or Facility Confirmation Form will be prepared by the Facility Reservation Specialist.
- The Facility Reservation Specialist will notify the contact person to set up a date and time to sign Contract or Facility Confirmation Form and receive payment. A valid contract or Facility Confirmation Form must contain a signature by the organization and the district.
- The Facility Reservation Specialist will issue a copy of the contract / facility confirmation form to the Organization along with mailing a copy to the Administrator and Head Custodian at the requested campus.
- A Contract or Facility Confirmation Form must be on hand at all times. Organization may be asked to leave the premises should the organization be unable to produce a copy of the Contract or Facility Confirmation Form when asked upon by a district employee at the campus.

Should additional time be requested, an additional Facility Request form must be submitted.



# Facility Usage Request Form

8961 Tesoro Drive, Suite 317 \* San Antonio, Texas 78217  
 Phone 210.804-7100 ext. 254 \* Fax 210.804-7105

**THIS FORM IS FILLABLE.** Key information must be given to process your request.  
 (\*)This indicates required fields.

In addition, **you must provide a copy of a Certificate of Insurance naming NEISD as an additional insured in the amount of one million dollars once event has been approved.** Schools **will not** be available for use on holidays or teacher staff development days, unless special arrangements have been made and approved. Payment for event(s) must be paid in full upon execution of contract. If you are a sports organization, you will need to provide a coaches list with names, contact numbers and scheduled practice sites once sites have been approved. Please fax this information to the Facility Reservation Specialist(s).

**X** Initials constitute that I have read and understood the above paragraph and the Facility Usage Scheduling Procedures.

Initials \_\_\_\_\_

\*Today's Date: \_\_\_\_\_

\*Name of Organization: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip code: \_\_\_\_\_

\*If claiming non-profit status state non-profit #: \_\_\_\_\_

\*Name of Representative: \_\_\_\_\_

\*Home Phone: \_\_\_\_\_ \*Work Phone: \_\_\_\_\_ \*Cell Phone: \_\_\_\_\_

\*Fax Number: \_\_\_\_\_ \*Pager Number: \_\_\_\_\_

eMail Address: \_\_\_\_\_

**RENTAL INFORMATION (An additional half hour before and one hour after event will be added to each paid event for set up and clean up.)**

\*Type of Activity: \_\_\_\_\_ \*# of Teams: \_\_\_\_\_

\*Facility/Campus Requested: \_\_\_\_\_ \*Area(s): \_\_\_\_\_

\*Request Use Date(s): \_\_\_\_\_ to \_\_\_\_\_ \*Day(s) of Week \_\_\_\_\_

Alternate Use Date(s): \_\_\_\_\_ to \_\_\_\_\_ Day(s) of Week \_\_\_\_\_

\*Event Hours: \_\_\_\_\_  am /  pm to \_\_\_\_\_  am /  pm

One Time Only  Daily  Monthly  Weekly (**All dates must be listed.**)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN

Additional Event Information: \_\_\_\_\_

# FACILITY RENTAL PROCESS

Office of Procurement and eCommerce

December 13, 2005

