

STEPS:

1. Complete an Frisco I.S.D. Natatorium reservation request form and submit to the Natatorium Manager. *Requests for non-school use of District facilities shall be considered on a first come, first serve basis. Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. Please include all requested information such as dates of the reservation, doors open, warm-up times, event name, equipment requested, etc...*

2. Approval received in writing concerning the availability of the Natatorium (this does not constitute a contract).

3. (Two parts)

A. Submit a certificate of liability for the event in the amount of \$1M. Refer to the Frisco I.S.D. Board policy listed below:

Frisco I.S.D. Board Policy:

The user shall sign a rental agreement and shall furnish evidence of liability insurance coverage for the event(s).

Any organization using school facilities shall be required to provide an original certificate of insurance, with the District named as the certificate holder, indicating a minimum \$1,000,000 combined single limit for bodily injury and property damage liability coverage. In addition, the District reserves the right to determine the acceptability of a carrier regardless of its rating.

The insurance carrier must hold a minimum "A" rating from the A.M. Best Company. However, the District reserves the right to determine the acceptability of a carrier regardless of its rating.

B. Submit a refundable \$400.00 security deposit reserving the dates and times approved for the event.

**The items listed above must be received before a contract is issued.*

4. If applicable, non-profit organizations must provide and meet the following criteria:

A. Proof of non-profit status (501c determination or affirmation letter)

B. Certificate of liability with the team/organization name listed in accordance with their local and/or state governing associations.

5. **(Contract Pending Signature)** Sign contract and submit to the Frisco I.S.D. Natatorium Manager. *Once the contract is signed by both parties, event information may be posted for public viewing.*

SWIMMING & DIVING MEET RESERVATION REQUEST

**This is only a request form and pending approval, a contract will be issued by the Frisco I.S.D. Natatorium Manager.*

Organization Name:

Contact Name: Contact#: Address:

Event:

Date/s of Event:

Time/s requested (doors open, warm-ups, meet time, etc...):

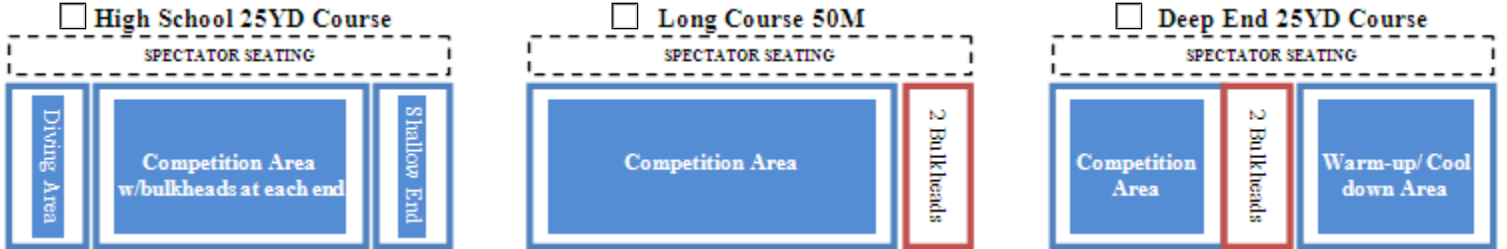
Approximate # of swimmers: Approximate # of Divers: Number of Events: Age Range:

Organization Type:

USA Swimming TAAF YMCA Public School Private School NCAA Non-Profit For-Profit

Other:

Swim Meet Format:



Other:

Equipment Requested:

Colorado System Touch Pads Hy-tek Meet Manager Software Olympex Full Color Scoreboard Lap Counters
 Colorado Championship Starting System Colorado System Wireless Diving Ice Machine Tables
 Surround Sound Speaker System (if not used, the renter will be responsible for the sound system) Folding Chairs
 Portable 3 Row Bleachers One 3m Dura-Flex Diving Board 1m Dura-Flex Diving Boards Wireless Mic (announcements)
 Other:

Available upon request:

Classroom (for hospitality use) One meter diving boards removed

Frisco I.S.D. Meet Management Staff Charges:

*Pool Manager *Hy-Tek Meet Manager Computer Operator *Colorado Timing System Console Operator
 *Custodian/s (Amount determined on a per event basis. If there are 250+ swimmers per event session, there will be an automatic charge for an additional custodian) *Frisco I.S.D. Lifeguards (amount determined on a per event basis)

Renter Responsibilities:

*Stroke & Turn Officials *Starter/Referee *Head Timer & Timers *Lane Runners *Safety Marshals (wear easily identifiable uniforms)
 *Announcer *Clerk of Course *Awards *Dive Judges *Set-up Crew *Tear down Crew *Meet entries *Stopwatches *Bell *Copy Machine
 *Admissions Cashier *If the renter is requesting music to be used in accordance with this event, a list of songs must be submitted to the Natatorium Manager 24 hours in advance for review. If granted, only the approved songs will be allowed for use during the event.

Additional Information:

*Clipboards, pens, pencils, paper, award labels, tape, and any additional supplies needed for conducting the meet operations must be provided by the renter.

***A security/reservation deposit of \$400.00 is required at the time of the reservation to secure the date requested.**

Instructions and Agreement

1. Fees shall be assessed for the use of the facility and equipment. Payment is due upon receipt of invoice.
2. This application will be reviewed and if approved, a contract will follow with the approved items. All requests are not considered valid until a contract is signed by the Natatorium Manager.
3. Accurate information is very important. Incorrect information or omission of information, will void this application.
4. **CANCELLATION POLICY:** Due to the scheduling needs of the Frisco I.S.D. Natatorium, all cancellations must be submitted in writing to the Natatorium Manager no later than 60 days prior to the event start date in order to receive a refund on the \$400.00 security/reservation deposit. All reservations made within 60 days of the event start date will not be eligible for a refund if cancelling the event.
5. All questions regarding event reservations, including fee estimates, should be directed to the Natatorium Manager.
6. **FACILITY CAPACITY:** It will be the responsibility of all renters to adhere to the maximum facility capacities. Contact the front office to request our facility capacities.
7. Due to the Frisco Fire Department compliance requirements, personal chairs for the athletes will not be allowed on the deck.
8. Only Frisco I.S.D. personnel will have a key to the Natatorium. **F.I.S.D. will not be responsible for items stored on the facility grounds!**
9. Locker rooms are available for patrons, but the lockers will only be used by the Frisco I.S.D. athletic programs.
10. The weight room is available for FISD employees or Athletic Department use only.
11. Sign Postings: All signs posted at the Frisco I.S.D. Natatorium or on the grounds of the natatorium must first receive approval from the Natatorium Manager.
12. Parking is available on the North and West side of the Natatorium. A parking map is listed on the Natatorium web site at the following address: www.friscoisd.org/natorium. Communicate this information with all teams prior to the day of the event.
13. Tent setup areas are available on the grassy areas of the Natatorium grounds only. Teams and patrons will be expected to keep their areas clean after each day of the event and avoid all sprinkler heads.
14. Glass is not allowed inside or around the grounds of the facility.
15. Banners must be hung from the bottom cable of the railing located in the spectator seating area. Signs will not be allowed to be posted on the walls without prior approval from the Frisco I.S.D. Manager on Duty.
16. All equipment or materials sold in connection with this event, must be coordinated with the Natatorium Manager before it is approved.
17. Certificate of liability insurance in the amount of \$1M. Frisco I.S.D. must be listed on the certificate as the policy holder.
18. Private lessons conducted on the grounds and property of Frisco I.S.D. is a violation of the school district policies and will not be allowed.
19. All additional requests for facility use must have a completed reservation form submitted to the Natatorium Manager
20. In addition to the agreements listed above, all renters must be in compliance with all Frisco I.S.D. polices. District policies may be found on the district web site at www.friscoisd.org.

The applicant does hereby agree to indemnify and hold harmless Frisco ISD, its officers, employees, and agents, from and against all liability, claims and demands on account of injury, loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this event. Applicant agrees to be legally and financially responsible for the conduct and control of both patron and participant, and to comply with all federal, state and local laws, the Frisco ISD for Building and Facility Use, and Board of Education Policies relative to community use of District Property. **NOTE: SMOKING, ALCOHOL, AND ILLEGAL DRUGS ARE EXPRESSLY FORBIDDEN ON SCHOOL DISTRICT PROPERTY.**

I, the renter, agree that the requested information above is correct and will notify Frisco I.S.D. Natatorium management concerning any additional meet set-up requests before it is implemented. I hereby agree to all obligations specified in the instructions and agreement section, and I understand that this is only a request form that must first be approved by the FISD Natatorium Manager in writing.

Authorized Representative:

Date: