

STEPS:

1. Complete a FISD 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 and reservations secured.*

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.*

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 Person:

Contact Number:

Signature:

Address:

City: State: Zip:

Organization Type
(check all that apply)

Frisco I.S.D.
 USA Swimming
 TAAF
 YMCA
 NCAA
 Non-Profit
 For-Profit
 Government
 Church
 Private School
 Boys Scout#
 Girls Scout#
 Other:

Dates and Time Requested:
**Manager approval necessary for additional times & dates
 (use additional sheets if necessary)*

Dates (F/T)	Days: (ex. M/Tu/ W/Th/F/Sa/Su)	Time: From	To
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**Depending on the reservation, an additional hour may be added for custodial opening/closing/clean-up. Additional custodial time may be necessary for clean-up.*

Activity Use
Purpose of Event:

Is activity sponsored by the school district?

Is the activity a fund-raising event?

Is this organization nonprofit/tax exempt?

Are you insured?

Will your participants pay a fee? Age Range:

Will concessions need to be sold by FISD?

Estimated number of participants:

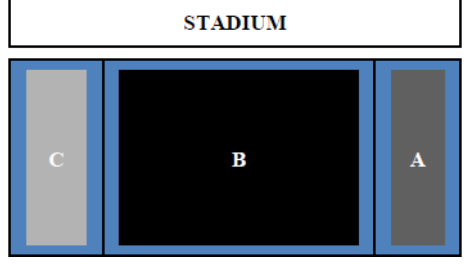
Special Needs:

Equipment Requested:

Lap Lane: #requested:
 1M Dura-Flex Diving Boards
 One 3M Dura-Flex Diving Board
 Surround Sound Speaker System
 Wireless Mic
 Hydraulic Lift
 Pace Clocks
 Portable Dry Erase Boards
 Portable 3 row bleachers
 Folding Chairs
 Tables
 Ice Machine
 Other:

Area of Pool Requested:

Section A: Shallow End
 Section B: Middle
 Section C: Diving Well/Deep End



Comments:

Facility Requests:

Classroom (additional fee)
 1M diving boards removed
 Hydraulic lift removed

Frisco I.S.D. Natatorium Staff Charges:
 *Pool Manager *Frisco I.S.D. Lifeguards (amount determined on a per event basis) *Custodian/s (amount determined on a per event basis)

Instructions and Agreement

1. Unless the facility is closed by Frisco I.S.D. for any reason, all renters will be assessed fees for the use of the facility and equipment regardless of cancellations or no shows made by the renter. Payment is due upon receipt of invoice.
2. All renters utilizing the facility must recognize that this is a shared facility and must leave the facility in appropriate condition for the next users. A group representative should perform a final walk thru following the facility use to ensure the facility is in an appropriate condition and check out with an Fisd Natatorium staff member before leaving. Any clean-up responsibilities overlooked by the renting group, which must be performed by the Natatorium staff, will be billed accordingly.
3. 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.
4. Accurate information is very important. Incorrect information or omission of information, will void this contract.
5. **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 before 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. If cancelling after the 60 day notice, the renter will be responsible for the continued payment of the fees assessed within this contract agreement for the duration of the contract until it is replaced with another renter.
6. All questions regarding event reservations, including fee estimates, should be directed to the Natatorium Manager.
7. **FACILITY CAPACITY:** It will be the responsibility of all renters to adhere to the maximum facility capacities.
8. Only Frisco I.S.D. personnel will have a key to the Natatorium. **FISD 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 Athletic Department or Frisco I.S.D. employee use only.
11. Sign posting: All signs posted at the Frisco I.S.D. Natatorium or on the facility grounds 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/natatorium
13. Glass is not allowed inside or around the grounds of the facility.
14. All team and event banners must be hung from the bottom cable of the railing located in the spectator seating area. Signs will not be allowed for posting on the walls without prior approval.
15. All equipment or materials sold in connection with this event, must be coordinated with the Natatorium Manager before it is approved.
16. Coca-Cola contract with Frisco I.S.D.: Only coke products may be sold on Frisco I.S.D. property.
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. All additional requests for facility use must have a completed reservation form submitted to the Natatorium Manager.
19. 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.
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 I.S.D., 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 I.S.D. 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 to the terms listed above and will notify Frisco I.S.D. Natatorium management concerning any additional requests in writing before it is implemented. I hereby agree to all obligations specified in the foregoing agreement.

Authorized Representative:

Date: