



ATHLETIC FIELD AND SCHOOL GROUNDS USE GUIDELINES

Non-School Use

All persons or groups using District facilities are expected to leave them in the same order and cleanliness as found. Rental fees must be paid in accordance to policy and procedure and will not be reimbursed unless the event was cancelled by the District.

Field Availability

District Administration has the authority to cancel a non-school use of its facilities if, but not limited to, an unexpected conflict arises with a District activity, there is a campus or District crisis, there is a maintenance failure that would render the facility unusable or if weather conditions prohibit the opening of the facility. District athletic fields and school grounds are not available for use if heavy rains have occurred within 48 hours prior to a scheduled event. Currently, the District only allows use of the Middle School and High School athletic fields.

All persons or groups that have had an event cancelled by the District that would like to reschedule must do so using the contract approval process. There are no “make-up” days.

Rental Contract Approval and Payment

All non-school use of facilities, including athletic fields and school grounds, must be obtained through the contract procedure. All accounts must be in good standing and all insurance requirements must be met prior to approval. Currently, payment for one-time use is due 10 (ten) days prior to the event. All multi-use contracts will be invoiced monthly. Payments are due as stipulated on your invoice - **not at the end of the season**. Use of facilities shall not be allowed by any group or individual indebted to the District, therefore any accounts in arrears are subject to contract cancellation for the remainder of the year.

Required Conduct

All persons or organizations using District facilities shall: [GKD]

1. Conduct their business in an orderly manner.
2. Abide by all laws and policies, federal, state and local, including but not limited to those that prohibit the use, sale, or possession of alcoholic beverages, illegal drugs, tobacco products, e-cigarettes and firearms on school property, and rules of local police and fire departments.

3. Make no alteration, temporary or permanent, to District property without prior written consent from the Superintendent. All decorations used within District facilities shall be subject to the approval of District officials. No open flame decorations or devices shall be permitted.

Turf Guidelines

Please contact the Facility Rental staff at 254-634-5568 if there are painting or mowing needs at the athletic field(s) being used for your event. Our department will coordinate such requests with the Maintenance department. The Maintenance department reserves the right to refuse any special requests of this nature. If requests are fulfilled, the Facility Rental department may assess any additional fees required for such. The District asks that all persons or groups refrain from inserting stakes greater than 12 inches in length or any other material into the fields or grounds. Damage caused by any infraction of this nature will be charged to the renting organization. Please do not park trailers or vehicles on the tracks, in-zones or sidelines. ALL vehicles shall be parked in appropriate parking spaces in the parking lots.

The District field mowing and field painting schedules can be found on the Facility Rental website.

Safety

Parking – Please help us keep our school and kids safe! Illegally parked vehicles may impede medical emergency access. Don't be responsible for any delays; it could be for your child or family member. Please do not park in fire lanes, by fire hydrants, in handicap spaces or in accessible routes, or block driveways. All groups using any Fort Bend ISD facilities or FBISD athletic fields or school grounds are responsible for keeping all emergency access clear at all times. **Fines for violations may be up to \$500. Towing may be up to \$150.**

Lightning Emergency Plan – All persons or organizations using Fort Bend ISD athletic fields or school grounds must adhere to the Fort Bend ISD Lightning Protocol. The Protocol can be located on the FBISD website at <http://www.fortbendisd.com/Page/769>, which includes vacating premises when the Telvent warning system is activated.

Heat – Please remind your participants to stay hydrated, take frequent breaks and seek medical attention if they experience symptoms of heat-related illness such as dizziness, weakness, headache, vomiting or muscle cramps.

Criminal Background Checks – Fort Bend ISD reserves the right to process individuals through the Raptor Visitor System and refuse any individual who is a registered sex offender to access our school facilities.

Inflatables, Amusement Rides or Tents – None are allowed on Fort Bend ISD property without prior approval from the Fort Bend ISD Director of Enterprise Funds.

Outdoor Water Play – Outdoor water play is not allowed on Fort Bend ISD property without prior approval from the Fort Bend ISD Director of Enterprise Funds.

Conflict – In the event that there should be any conflict among your organization and another or a community member as to who has rights to the field at a given period in time, please contact the FBISD Police Department for assistance.

Security – All persons or groups using Fort Bend ISD fields or grounds must comply with the security requirements of the contract. District police officers shall be hired to provide crowd control for recreational activities having more than 50 attendees, including spectators. You are responsible for monitoring attendance at your event and obtaining additional officers as needed.

Pest Management Plan

No other employee or other person or entity shall be permitted to apply a pesticide or herbicide (or any solvent paint or chemical) at a school facility without the prior approval of the Fort Bend ISD IPM coordinator nor may any application of such take place other than in the manner prescribed by law and the District's integrated pest management program. **Violations may incur a fine up to \$5,000.**

Signage

No signage will be allowed to be put up inside or outside Fort Bend ISD facilities without prior authorization by the Director of Enterprise Funds.

Temporary Food Permit

Any serving of food at events must be in compliance with the City of Houston, City of Sugar Land or City of Missouri City ordinances. A temporary food permit may be required for your event. Please visit <http://www.sugarlandtx.gov/index.aspx?NID=452> for guidelines and the permit application for locations within the Sugar Land city limits OR <http://www.missouricitytx.gov/index.aspx?NID=255> for guidelines and the permit application for locations within the Missouri City city limits OR http://www.houstontx.gov/health/Food/Temp_Permit_Package_06272011.pdf for locations within the Houston city limits. Our office is not responsible for coordinating your permitting with the City(s). Rental patrons are required to provide a copy of the permit to our office, however.

Food Trucks

Organizations must include in their facility use agreement any intent to use food trucks at their events. The organizations must use FBISD approved food truck vendors. The Approved Food Truck Vendor list is located on the FBISD website under Enterprise Funds, then Food Trucks. If the organization would like to have a vendor participate that is not on the approved list, that vendor will need to register online and go through the registration process before they are permitted to participate. Failure to do so could prohibit use of FBISD facilities. A \$25 flat fee will be assessed to the Organization – per truck that is not approved. Food trucks are strictly prohibited on District property without prior authorization of the Enterprise Funds Department. Food truck activities are not permitted during school hours under any circumstance.

Responsibility for Damages

All groups and organizations reserving or renting District facilities, athletic fields or school grounds will be held responsible for any damages to District property during their use. The individual or group using the building or facility will be responsible for all costs associated -with restoring the facility to its original and equivalent condition. The Director of Facilities or the Director of Enterprise Funds has sole authority to make this determination. The Director of Facilities or Director of Enterprise Funds shall also have the authority to determine the amount and extent of damages to be assessed, if appropriate.

Termination of Contract(s)

Violation of any term of District policy or procedures regarding the use of facilities may result in immediate termination of your rental contract, without refund, for the remainder of the school year. [GKD]

Disclaimer

The District is not liable for any personal injury or damages to personal property related to non-school business use of its facilities, athletic fields and school grounds. Use of District buildings or equipment shall constitute acknowledgement that the person or organization shall be responsible to the District, its Board members, employees, or agents for all damages to the building or equipment and shall indemnify and hold harmless the District, its Board members, employees, or agents from any claim whatsoever resulting from or arising out of the use of the building or any part of it. [GKD]

Contact Info: Carmen Torres, Facilities Coordinator
281-634-5568
carmen.torres@fortbendisd.com

Genyne Vinson, Assistant Director of Enterprise Funds
281-634-3327
genyne.vinson@fortbendisd.com

After Hours: **Fort Bend ISD Police Department**
281-634-5500