



BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

Use of Facilities & Playing Fields Application/Contract

CHECK- OFF LIST 2010 - 2011

- ____1. Pick up, complete, and sign an Application/Contract for the use of school facilities & playing fields from the Brownsville I.S.D., #306 with the Chief Financial Officer.
- ____2. Provide proof of **Non-Profit** status and attach to your application. A copy of the following documents may be sent as proof:
 - a. An IRS Letter
 - b. A State Letter
 - c. The appropriate page of IRS Publication 78, Cumulative List of Organizations described in Section 70(c) of the IRS Code of 1954.
- ____3. Organization must carry Bodily Injury Liability Insurance in the amount of \$300,000 per accident and Property Damage Insurance in the amount of \$100,000 per occurrence. **A copy of insurance certificate must be attached to the application or faxed to the Chief Financial Officer at 548-8026.**
- ____4. Check with school(s) to see if facility is available on date(s) and time(s) requested.
- ____5. Have school principal sign form approving the request to use the facility or playing fields. If the **gymnasium, baseball field, soccer field, football field** or **Sam's Stadium** is requested please have application signed by Athletic Administrator at Sam's Stadium.
- ____6. Return completed form to the Office of the Chief Financial Officer at least **two (2)** weeks ahead of time with proof of Non-Profit Status, Certificate of Liability Insurance and principal's signature as to availability of facility.

Chief Financial Officer
1900 E. Price Rd #306
Brownsville, TX 78521

- ____7. Request is not approved until you receive a **confirmation copy** of the application signed by the Chief Financial Officer.

If further information is needed, please do not hesitate to contact Yvonne Fernandez at 547-4113.

ALL RENTAL FEES SHALL BE PAID IN ADVANCE!!