

**BURNET CISD  
FACILITIES USE RENTAL RESERVATION FORM**

Organization: \_\_\_\_\_

Name of event/activity: \_\_\_\_\_

Organization contact: \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone: (Business) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Date(s) of event/activity: \_\_\_\_\_

Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_

Location requested for rental: \_\_\_\_\_

Detailed description of event/activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PROVISIONS:**

1. BCISD needs will always take precedence over scheduled events. **NO ABSOLUTE GUARANTEES.**
2. Form must be completed for any and all activities and returned to the Facilities & Operations Office. Reservations are made on a first come, first served basis. Payment in full is required to make a reservation.
3. The Facility Use Fee includes the building, parking lot or grounds area specified in the request. The building will be air conditioned or heated. Renter will be responsible for leaving the facility in the same condition it was found in (place trash in trash cans, remove signs, posters, etc.).
4. Burnet CISD organizations are exempt from facility use fees.
5. Labs including science and computer labs are NOT available for rental.

Requestor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Director, Facilities & Operations: \_\_\_\_\_ Date: \_\_\_\_\_



**BURNET CISD  
FACILITY USE RENTAL FEE SCHEDULE**

Description	Elementary	Middle School	High School	Central Office/PDC
<b>Auditorium</b>				
Full day		\$300	\$800	
Full day, after hours		\$350	\$850	
Half day		\$150	\$400	
Half day, after hours		\$200	\$450	
Lighting per hour, per operator		\$25	\$25	
Sound system per hour, per operator		\$25	\$25	
<b>Cafeteria</b>				
Full day	\$100	\$150	\$200	
Full day, after hours	\$150	\$200	\$250	
Half day	\$50	\$75	\$100	
Half day, after hours	\$100	\$125	\$150	
<b>Rooms</b>				
Central Office Boardroom - no charge for community events only				
Classroom per day	\$20	\$20	\$20	
Classroom per day, after hours	\$70	\$70	\$70	
PDC Training rooms, full day (no computers)				\$100
PDC Training rooms, full day after hours (no computers)				\$150
PDC Training rooms, half day (no computers)				\$250
PDC Training rooms, half day after hours (no computers)				\$300
<b>Gymnasium</b>				
Full day	\$75	\$150	\$150	
Full day, after hours	\$125	\$200	\$200	
Half day	\$40	\$75	\$75	
Half day, after hours	\$90	\$125	\$125	
<b>Kitchen (includes Kitchen Manager)</b>				
Per hour	\$50	\$50	\$50	
Full day (PDC only)				\$75
<b>Parking Lot (daylight hours only)</b>				
Full day	\$50	\$50	\$50	
Half day	\$25	\$25	\$25	

- After hours activities have an additional \$50 charge for unlocking and locking the facility and 2 hours of custodial support for cleaning up after the event
- Additional custodial support may be requested or required at a rate of \$25 per hour, depending on the event request

**BURNET CISD  
HOLD HARMLESS AGREEMENT**

The undersigned, \_\_\_\_\_(organization name), agrees to hold harmless and indemnify the Burnet C.I.S.D, its Board members, officials and other employees from any and all claims made by them or on their behalf for any losses reported between \_\_\_\_\_ and \_\_\_\_\_ (dates which the school property is to be used by the organization), which may be made by reason of the organization's use of school property.

The undersigned, \_\_\_\_\_ (organization name), hereby releases and forever discharges Burnet C.I.S.D., its Board members, officials and other employees who might be claimed to be liable for any and all claims, demands, damages, actions, causes of action, suits, judgments or executions by reason of any losses incurred between \_\_\_\_\_ and \_\_\_\_\_, which may be made by reason of the organization's use of school property. It is further stipulated and agreed that the laws of the State of Texas shall control in the construction of the instrument.

Organization Representative Signature: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_