

Application / Agreement for use of Athletic Facilities  
**Texas Christian Educational Foundation Inc. dba Texas Christian School**  
17810 Kieth Harrow Blvd Houston, Texas 77084  
281.550.6060 Main 281.550.2400 Fax  
[info@texaschristianschool.org](mailto:info@texaschristianschool.org)

ORGANIZATION \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_

**Facility Requested:** Gym \_\_\_\_\_ Football Field \_\_\_\_\_ Classroom \_\_\_\_\_ Activity Room \_\_\_\_\_

DAY(s)/DATE(s) DESIRED \_\_\_\_\_

TIME ACCESS TO FACILITY IS NEEDED \_\_\_\_\_ UNTIL \_\_\_\_\_

ACTUAL TIME OF EVENT \_\_\_\_\_ UNTIL \_\_\_\_\_

PURPOSE: \_\_\_\_\_ APPROX. ATTENDANCE: \_\_\_\_\_

EQUIPMENT/FURNITURE REQUEST:

\_\_\_\_\_

\_\_\_\_\_

School athletic facilities are made available to eligible non-profit youth organizations.

**GENERAL GUIDELINES:**

- All TCS events have priority over outside groups, i.e. team practices, competitive events, student and staff activities, open house, testing, etc.
- TCS prohibits the possession and/or use of alcoholic beverages on school property. TCS also prohibits the use of all tobacco products on school property.
- Access will be provided to the group at the access times listed above. Participants must not enter the facility before designated time and must leave the facility at the designated time. CHILDREN ARE NOT TO BE DROPPED OFF AT THE SCHOOL WITHOUT SUPERVISION UNDER ANY CIRCUMSTANCE.
- Outside groups will provide their own athletic equipment. No storage is provided at school facilities.
- Scoreboard equipment is not available for rental. Teams must bring their own.
- The outside group is responsible for any cost incurred as a result of misuse or abuse of equipment or facilities.
- Events in athletic facilities are monitored by direct supervision and assigned TCS personnel. These supervisors are responsible for ensuring proper use of facilities by non-school groups and have authority to do so.

☒ The undersigned shall be the authorized representative for the outside group and will be responsible for the school property during their scheduled time. This person, in turn, shall be responsible to TCS.

☒ The undersigned is responsible for communicating TCS policies and procedures to all participants and spectators. Adult volunteers must be provided as contacts for the supervisor should a concern arise, and must identify themselves to TCS personnel as responsible persons for the activity upon arrival.

☒ No outside vendors or for-profit companies may sell items of any kind, and no other fundraising programs may occur in TCS facilities.

☒ Non-school groups are responsible for total cleanup of facilities; may use school trashcans for disposal of garbage, including parking lot.

☒ No group is ever allowed in the unassigned areas – Sports fields, playgrounds, High School Campus, classrooms, hallways, etc.

☒ Payment for rental and fees are to be paid at least 2 weeks prior to event

### **Gym**

Fees for team practice:

\$70 dollars per hour

Fees for games:

\$85 per hour

\$100 cleaning fee

### **Field**

Fees for team practice:

\$45 per hour for practice field

\$55 per hour for game field

\$20 per hour for lights

Fees for games:

\$50 per hour

\$20 per hour admin fee

\$20 per hour for lights

\$100 cleaning fee

### **Classroom**

\$45 per hour

\$30 cleaning fee

### **Activity Room**

\$45 an hour

\$30 cleaning fee

### **Security**

Security will be an additional charge when needed

**GYM GUIDELINES:**

- ☒ Balls must not be bounced in hallways.
- ☒ Balls are never to be kicked in the building / gym.
- ☒ Bleachers, basketball and volleyball equipment will be operated only by TCS personnel.

**FOOTBALL FIELD GUIDELINES:**

- ☒ Middle school football fields will be available for local youth sports association practices or games.
- ☒ Lights will be an additional fee.
- ☒ Fields may be closed due to inclement weather at the discretion of TCS.

**CLASSROOM GUIDELINES:**

- ☒ No classroom materials are to be moved or touched.
- ☒ Class will be left exactly as it is found.
- ☒ Cleaning fee applies to all rentals.

**ACTIVITYROOM GUIDELINES:**

- ☒ Activity room is to be put back just as it was found.
- ☒ Any decorations must be cleaned up. No push pins, nails, etc. may be used on walls. Only clear tape may be used to put decorations up and all clear tape must be removed.
- ☒ Cleaning fee applies to all rentals.

**GYM PARTY RENTAL:**

\$70.00 Hour

\$100.00 cleaning fee

*Any damage to school property will result in full payment to replace damage*

**INSURANCE REQUIREMENTS:**

A copy of an insurance certificate shall be issued to TCS prior to the use of a facility as described in the attached insurance requirements. TCS shall be the additional-insured party in such contract. All policies shall contain an endorsement stating that the insurance company will not terminate the policy or change coverage prior to policy expiration date without notifying TCS at least thirty (30) days in advance.

**FEES:**

Payment is due by the invoice due date in all cases. Additional rates may apply for staff or security required for larger events. All rates are subject to change. The organization may be responsible for fees incurred if the organization cancels a scheduled event with less than 5 business days' notice.

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The undersigned hereby agrees to comply with TCS policies, rules, and regulations pertaining to the use of TCS Facilities as stated above. This contract is between Texas Christian Educational Foundation dba Texas Christian School and \_\_\_\_\_, no other organization has permission to use the facilities.

**X** \_\_\_\_\_

Authorized Representative for Organization (**Signature**)

Mailing/Invoicing Address

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

City/ Zip Code

\_\_\_\_\_

Phone Number

\_\_\_\_\_

E-Mail address

\_\_\_\_\_

Name (Please print)

\_\_\_\_\_

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Date Approved \_\_\_\_\_ Approved By \_\_\_\_\_

TCS Staff Assigned to be On-site \_\_\_\_\_

Insurance Received \_\_\_\_\_ Payment Received \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_

Any groups authorized to use a facility shall provide certificates of insurance evidencing all policies and endorsements required by this section.

1. No facility use will be allowed until all requirements of this section have been approved by the school in writing.
2. Insurance policies and certificates shall contain a provision that at least 30 days prior written notice shall be given to the school in the event of cancellation, coverage change or non-renewal.
3. Insurance shall be underwritten by a company rated not less than B+VII in the "Best's" latest published guide.
4. The school shall be named an additional insured by endorsement on the CGL and umbrella liability policies.

1. Workman's compensation as required by statutory provisions.

2. Commercial general liability insurance (occurrence basis only) Bodily Injury & Property Damage Each occurrence \$300,000.00 General aggregate 600,000.00 Products/Completed Operations Aggregate 600,000.00 Personal & Advertising Injury Occurrence 300,000.00 Fire Damage, Legal Liability Any one fire 50,000.00 Medical Expenses Any one person 5,000.00

3. Business (commercial) automobile liability insurance: (Covering all owned, non-owned and hired vehicles) Bodily Injury Each person 100,000.00 Property Damage Each accident 300,000.00 Each occurrence 100,000.00

#2 and #3 above: No deletions/exclusions from standard coverage form are allowed without written consent from Texas Christian Educational Foundation Inc.

Umbrella Liability Insurance - \$1,000,000.00

1. The owner shall be named as an additional insured on the contractor's policy as to the subject job.
2. This policy shall provide coverage over the workman's compensation, commercial general liability and business automobile liability policies.

**NOTE: Insurance Certificate must list "Texas Christian Educational Foundation Inc." as the Certificate Holder and the "additionally insured" as required above. The address for the school is 17810 Kieth Harrow Blvd. Houston, TX 77084.**