



Brownsville Independent School District

Agenda Category: General Function Board of Education Meeting: 09/02/2025

Item Title: Practice Plan X Action
Information
Discussion

BACKGROUND:

The purpose of the proposed agenda item is to provide a review of a Practice Plan and to inform organization a beneficial implementation for the athletics department and create a smoother process for organizations to borrow the district's facilities for athletic events.

FISCAL IMPLICATIONS:

At no cost to the district

RECOMMENDATION:

Recommend approval of the Practice Plan for Brownsville ISD to provide beneficial implementation for the athletics department and create a smoother process for organizations to borrow the district's facilities for athletic events. At no cost to the District.

Gilbert. D. Leal

Submitted by: Principal/Program Director

Approved for Submission to Board of Education:

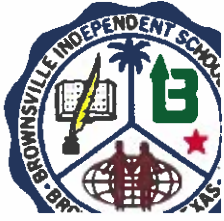
Recommended by: Asst. Supt./Exec. Dir.

Dr. Nellie Cantu

Approved by: Chief Officer

Dr. Jesus H. Chavez, Superintendent

When Necessary, Additional Background May Follow This.



BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

Use of Facilities & Playing Fields Application/Contract

CHECK-OFF LIST 2025-2026

- ____ 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 emailed to momendez@bisd.us**
- ____ 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 Oralia Mendez at 956-547-4113.

ALL RENTAL FEES SHALL BE PAID IN ADVANCE!

Brownsville Independent School District

2024-2025



Application/Contract for the Use of School Facilities & Playing Fields

Date Submitted: _____

School Facility/Playing Fields Requested: _____

Cafeteria Only:

Type of Set Up: _____ Tables & Chairs _____ Chairs Only

Date or Dates of Usage: _____

Hours: From _____ to _____ and From _____ to _____

(Hours Listed must include hours for setup, decorating and use of facility)

Name of Organization Making Application: _____

Type of Organization: _____

Responsible Person Authorized to make Application on Behalf of Organization:

Printed Name: _____ Phone Number: _____

Address: _____

Position in Organization: _____

Specific Purpose of Use: _____

Anticipated Attendance: _____ Admission Charge: _____

* Security Officer Fees will be charged

Organization agrees to follow and comply with any applicable policies of the Board of Trustees of BISD (the "Board") during its usage of the Facility/Playing Fields including, but not limited to, Board Policies, GK, GK (Local), GKD (Local), and the provisions of which are hereby incorporated herein by reference.

Organization agrees to properly supervise and/or chaperone the program or activity being conducted in the Facility/Playing Fields.

Organization agrees not to interfere with the use of the Facility/Playing Fields for regular School purposes during its use thereof.

Organization agrees that it shall not permit use of offensive language, gambling, firearms, weapons, intoxicants or tobacco in the Facility/Playing Fields or any other disorderly or disruptive behavior.

BISD reserves the right to terminate Organization privilege's of using the Facility/Playing Fields by providing in writing to Organization a termination notice in the event Organization violates the letter or spirit of the aforesaid Board Policies or fails to comply with the covenants contained in this Application. (Which covenants shall; apply throughout the term hereof), and if BISD believes that such termination would be in the best interest of BISD and/or its students and persons.

To the extent permitted by the Texas Constitution and State Law, organization agrees to release and indemnify BISD and its Board Members, staff and employees, and to hold them harmless from and against any claim, demand or cause of action brought by Organization or any third party arising from damages, death or injury resulting from or connected in any way with Organization's use of the Facility/Playing Fields.

Organization agrees to notify BISD immediately in writing in the event the Facility/Playing Fields or any item therein becomes in disrepair or is in need of maintenance and/or replacement.

The undersigned Applicant agrees to contact the School Principal in person, as soon as an appointment can be obtained to discuss additional rules and regulations concerning the use of the Facility/Playing field and agreement on the use of any school equipment including a visual inspection of facilities and equipment. Organization agrees to be bound by any such rules and regulations imposed by such Principal.

Organization further understands that one or more Custodians must be present and on duty at all times during its usage of the Facility/Playing Fields and the schedule of such Custodian or Custodians must be arranged to accommodate its use of the Facility.

Organization agrees to pay such Custodian or Custodians their hourly salary at the rate established by the District. Furthermore, other fees or charges that BISD reasonably imposes from time to time, such fees payable in advance or upon BISD's demand if not required to be paid in advance.

A copy of the Organization's Bodily Injury Liability and Property Damage Insurance Policies must be submitted to BISD at the time this application is signed, and BISD shall have the right to approve or disapprove. Organization's right to use the Facility/Playing Fields is expressly subject to BISD's approval of Organization's Insurance policies including the carrier and the amount of coverage. At a minimum, 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.

Organization assumes all responsibility for the use and care of all equipment or personal property placed in its charge or used by it and agrees to be responsible for all damages or losses to such items occurring during its occupancy. It agrees to leave Facility/Playing Fields in good and clean order after each usage. The posed "No Smoking" regulations will be observed in all Facilities/Playing Fields.

Furthermore, Organization is aware that arrangements for the use of equipment such as P.A. systems, projectors, spotlights, etc. must be made with the School Principal. No one will be permitted to be in the kitchen area of the cafeteria of the School unless prior permission for such use is made a part of this contract.

BOARD policy prohibits the Issuance of keys to parties other than District personnel directly responsible for the keys and use of the Facility/Playing Fields. No exceptions shall be made.

Organization agrees to promptly provide additional data and/or information regarding Organization's use of Facility/Playing Fields as reasonably required from time to time by BISD.

Applicant hereby certified that application has authority to bind the Organization.

Organization agrees that in order for its application to become effective, a BISD official must approve the contract governing the use of the Facility.

ORGANIZATION	BISD OFFICIAL
Organization _____	Principal _____
Address _____	Date _____
Telephone _____	_____ Approved _____ Disapproved
Sponsor Name _____	If disapproved, please note reason: _____
Sponsor Signature _____	Custodians _____ Hours _____
Date _____
	If requesting Gymnasium, Baseball (Girls/Boys) Field, Soccer Field or Sam's Stadium:
	Athletic Adm. _____
	_____ Approved _____ Disapproved

	Interim CFO _____
	Date _____

PAYMENT FOR RENTAL FEES SHALL BE PAID IN ADVANCE

Date Paid _____ Check # _____ Cash \$ _____ Receipt # _____

Brownsville Independent School District



Athletics Facilities Request Quote



Facility Requested:		Date Requested			
Time Requested					
Event					
High School		Amount		Hours	Total Amount
Main Gym		\$ 120.00	x	0	= -
Football/Soccer Turf Field		\$ 120.00	x	0	= -
Track		\$ 100.00	x	0	= -
Tennis Courts		\$ 80.00	x	0	= -
Middle School					
Gym		\$ 100.00	x	0	= -
Track		\$ 80.00	x	0	= -
Football/Soccer field		\$ 100.00	x	0	= -
Stadium/Fields					
Football stadium (with lights)		\$1,000.00	x	0	= -
Football stadium (without lights)		\$800.00	x	0	= -
Baseball field (with lights)		\$120.00	x	0	= -
Baseball field (without lights)		\$100.00	x	0	= -
Softball field (with lights)		\$120.00	x	0	= -
Softball field (without lights)		\$100.00	x	0	= -
Other Fees					
	No. of Emp.				
Custodian(s) *	0	\$18.00	x	0	= -
Security Officer(s) *	0	\$20.00	x	0	= -
Police Officer(s) *	0	\$35.00	x	0	= -
Media Techs	0	\$25.00	x	0	= -
Site Administrator Fee	0	\$45.00	x	0	= -
Grand Total:					-
* Custodians, Security/Police Officers and Food Service Personnel must be on site 30 minutes before and 30 minutes after.					
Organization	Contact Person		Signature		



Asset Rental Revenue Potential (1HS (turf), 1MS, 1EM)

Asset	Rental Rate per Hour	Wkdy Hours 6pm-10m	Wknd Hours 8am-10pm	Weekly Hours	Weekly Revenue	Monthly Revenue	Annual Revenue	Usage			
								100%	75%	50%	10%
Turf Practice Field	\$ 125	20	28	48	\$ 6,000	\$ 24,000	\$ 288,000	\$ 288,000	\$ 216,000	\$ 144,000	\$ 28,800
Full Size Gym	\$ 125	20	28	48	\$ 6,000	\$ 24,000	\$ 288,000	\$ 288,000	\$ 216,000	\$ 144,000	\$ 28,800
Aux Gym	\$ 100	20	28	48	\$ 4,800	\$ 19,200	\$ 230,400	\$ 230,400	\$ 172,800	\$ 115,200	\$ 23,040
Turf Baseball	\$ 125	20	28	48	\$ 6,000	\$ 24,000	\$ 288,000	\$ 288,000	\$ 216,000	\$ 144,000	\$ 28,800
Turf Softball	\$ 125	20	28	48	\$ 6,000	\$ 24,000	\$ 288,000	\$ 288,000	\$ 216,000	\$ 144,000	\$ 28,800
MS Gym	\$ 75	20	28	48	\$ 3,600	\$ 14,400	\$ 172,800	\$ 172,800	\$ 129,600	\$ 86,400	\$ 17,280
Elem Gym	\$ 60	20	28	48	\$ 2,880	\$ 11,520	\$ 138,240	\$ 138,240	\$ 103,680	\$ 69,120	\$ 13,824
								\$ 1,693,440	\$ 1,270,080	\$ 846,720	\$ 169,344

Community Accessibility of HCISD Facilities

1. All request must be submitted on HCISD Application Facility Use Form. Must have form in 3 weeks prior to event.
2. Administrator Fees will be accessed at a rate of \$45.00 per hour. There must be a HCISD Administrator present at all times during your event.
3. Security Fees will be accessed at a rate of \$50.00 per hour (HCISD must have Security at all events)
4. Custodian Fees will be accessed at a rate of \$22.00 per hour
5. HCISD will not rent school facilities for use by individuals for private functions.
6. HCISD reserves the option to change the facility being requested to another facility if necessary.
7. The facility rentals are based on 8 hours a day unless rate specified. Additional fees of \$150.00 per hour may apply if event exceeds 8 hours.
8. The Assistant Superintendent for Business Operations shall have authority to approve all applications, after the Principal/Director have approved the use of their facility.

HCISD Venues	HCISD Facilities	Fees	Non-Profit	Profit
Harlingen High School	Gymnasium(s)	Y	\$600.00	\$700.00
	Tennis Courts (lights)	Y	\$700.00	\$800.00
	Mini Stadium (lights)	Y	\$600.00	\$700.00
	Mini Stadium (track)	Y	\$600.00	\$700.00
	Baseball Fields (Keys)	Y	\$800.00	\$900.00
	Softball Field (Keys)	Y	\$800.00	\$900.00
Harlingen High School South	Gymnasium(s)	Y	\$600.00	\$700.00
	Tennis Courts (lights)	Y	\$700.00	\$800.00
	Mini Stadium (lights)	Y	\$600.00	\$700.00
	Mini Stadium (track)	Y	\$600.00	\$700.00
	Baseball Fields (Dixieland)	Y	\$800.00	\$900.00
	Softball Field (Dixieland)	Y	\$800.00	\$900.00
Cano Academy	Gymnasium	Y	\$600.00	\$700.00
	Tennis Courts	Y	\$600.00	\$700.00
	Mini Stadium (no lights) Track	Y	\$600.00	\$700.00
Boggus Stadium	Stadium/Track/Lights	Y	\$1,200.00	\$1,400.00
HSHP	Gymnasium (All Purpose)	Y	\$400.00	\$500.00

HCISD Venues	HCISD Facilities		Fees	Non Profit	Profit
Memorial MS	Gymnasium		Y	\$400.00	\$500.00
	Tennis Courts		Y	\$500.00	\$600.00
	Mini Stadium (No Lights) Track		Y	\$400.00	\$500.00
Gutierrez MS	Gymnasium		Y	\$400.00	\$500.00
	Tennis Courts		Y	\$500.00	\$600.00
	Mini Stadium (No Lights) Track		Y	\$400.00	\$500.00
Vela MS	Gymnasium		Y	\$400.00	\$500.00
	Tennis Courts		Y	\$500.00	\$600.00
	Mini Stadium (No Lights) Track		Y	\$600.00	\$700.00
Coakley MS	Gymnasium		Y	\$600.00	\$700.00
	Tennis Courts		Y	\$500.00	\$600.00
	Mini Stadium (No Lights) Track		Y	\$800.00	\$900.00
Vernon MS	Gymnasium		Y	\$400.00	\$500.00
	Tennis Courts		Y	\$600.00	\$700.00
Other HCISD Facilities					
HCISD Venues	HCISD Facilities		Fees	Non Profit	Profit
Elementary Campuses (17)	Tennis Courts		Y	\$500.00	\$600.00
All Campuses	Cafeterias'		Y	\$600.00	\$700.00
Administration Offices	Board Room		Y	\$400.00	\$500.00
	Large Staff Development Room		Y	\$250.00	\$300.00
	Distant Learning Lab		Y	\$950.00	\$1,700.00
Performing Arts Center (PAC)	Auditorium, Lobby, 3 Multipurpose Rooms		Y	\$2,000.00	\$3,000.00
	Auditorium, Lobby		Y	\$1,000.00	\$2,000.00
	Dressing Rooms		Y	\$650.00	\$800.00
	Large Multi Purpose Room		Y		
	Small Multi Purpose Room		Y	\$400.00	\$500.00
The above rates are base on 8 hours/day, a \$250.00/hourly charge exceeding 8 hours					



What We Do Here Shapes the World

LOS FRESNOS CISD FACILITY USE FEE SCHEDULE

Rental fees have been established on one-hour base.

Building	Classrooms	Kitchen	Cafeteria	Gym
High School	\$25	\$75	\$100	\$400
Middle School	\$25	\$75	\$100	\$400
Elementary School	\$25	\$75	\$100	\$400
Football Stadium	\$1,000 w/lights	N/A	N/A	N/A
Field Only	\$800 w/out lights			
Baseball Field	\$800 w/lights	N/A	N/A	N/A
	\$650 w/out lights			
Softball Field	\$800 w/lights	N/A	N/A	N/A
	\$650 w/out lights			

Custodial Fee:

Minimum of \$20 an hour per custodian on duty will be charged in addition to the facility use fee. If actual custodian costs are higher than \$20 per hour, the actual cost will be charged. Custodian costs begin at least one hour prior to the beginning of the event and continue at least one hour after the end of the event.

Fees for additional staff and services will be charged based on the applicable overtime rate, unless otherwise indicated.

Security Fee:

Minimum of \$25 an hour per security officer and \$40 an hour per police officer on duty will be charged in addition to the facility use fee. If actual costs are higher than \$25 or \$40 per hour, the actual cost will be charged. Security costs begin at least 30 minutes prior to the beginning of the event and continue at least 30 minutes after the end of the event.

Fees for additional staff and services will be charged based on the applicable overtime rate, unless otherwise indicated.

Reservation of School Grounds:

\$150 weekly

\$15 additional hour

Field reservations are for weekly blocks of time which include two 2-hour sessions during the week and a one 1.5-hour session on the weekend.

Discounts:

Fees may be further reduced or waived if the event is deemed to be particular benefit to the school or community and custodian costs are covered.

Insurance:

Proof of liability insurance will be required for all sporting events and practices that take place on school district property.

Equipment:

Additional charges for special equipment, services or labor will be charged. Only those items listed below may be used by outside groups if approved by the building administrator, or subject to availability, and at a cost per day or any portion thereof as follows:

Public Address System*	\$450.00 day	Training Center	\$100.00 hour
Projector and Screen*	\$200.00 day	Tables	\$8.50 each
Electronic Technician	\$33.00 hour	Chairs	\$1.00 each

** The rental of this equipment requires electronic technician.*

Document B: Amended

McAllen Independent School District Athletic Facilities Fee Schedule

	FOR PROFIT Organized Youth Groups & Clubs	NON PROFIT Organized Youth Groups & Clubs
McAllen Veterans Memorial Stadium	\$1,400.00 /8hr/Day Hourly thereafter includes: Utilities, and surcharges as applicable.	\$1,400.00 /8hr/Day Hourly thereafter includes: Utilities, and surcharges as applicable.
Boxer/Rowe/Track/Field/Stadium	\$120.00/hr	\$40.00/hr –Practice \$100.00/hr –Games
McHigh Practice Field	\$120.00/hr	\$40.00/hr –Practice \$100.00/hr –Games
Fields/M.S.	\$100.00/hr	\$40.00/hr –Practice \$100.00/hr –Games
Gym/Elem	\$80.00/hr	\$30.00/hr –Practice \$90.00/hr –Games
Gym/M.S.	\$100.00/hr	\$40.00/hr –Practice \$100.00/hr –Games
Gyms/H.S.	\$120.00/hr	\$40.00/hr –Practice \$100.00/hr –Games
James "Nikki" Rowe Natatorium	\$120.00/hr	\$40.00/hr –Practice \$100.00/hr –Games
Baseball/H.S.	\$120.00/hr	\$40.00/hr –Practice \$100.00/hr –Games
Softball/H.S.	\$120.00/hr	\$40.00/hr –Practice \$100.00/hr –Games
Tennis/H.S.	\$120.00/hr	\$40.00/hr –Practice \$100.00/hr –Games
Tennis/M.S.	\$80.00/hr	\$40.00/hr –Practice \$100.00/hr –Games
Custodian/hr	Included	\$20.00/hr Included for Games
P.D./hr	Included	\$40.00/hr Included for Games

Effective: January 1, 2016
Amended: June 5, 2017

Weslaco Independent School District Facility Fee Schedule



Hourly Facility Charges

	Group 1 2018 Non-Profit Fee Rate/HR After School Before 6:30pm (M-F) on Regular School Days and Non School Days	Group 2 2018 Non-Profit Fee Rate/HR After School After 6:30pm (M-F) on Regular School Days and Non School Days	Group 3 For Profit Fee Rate/HR At All Times
Elementary			
Cafeteria	\$0	\$25	\$40
Kitchen	\$20	\$25	\$50
Library	\$0	\$25	\$50
Classroom	\$0	\$10	\$25
Middle School			
Cafeteria	\$0	\$30	\$50
Kitchen	\$20	\$25	\$50
Library	\$0	\$35	\$50
Classroom	\$0	\$10	\$25
High School			
Cafeteria	\$0	\$30	\$100
Kitchen	\$20	\$25	\$50
Library	\$0	\$25	\$75
Classroom	\$0	\$10	\$25
Athletics			
Bobby Lackey Stadium with no lights	\$1,000	\$1,250	\$2,000
Bobby Lackey Stadium with lights	\$1,500	\$1,750	\$2,500
Wildcat Stadium with no lights	\$750	\$1,000	\$1,500
Wildcat Stadium with lights	\$1,000	\$1,500	\$1,750
Barbee Field	\$500	\$750	\$1,000

Sepulveda Gym	\$500	\$750	\$1,000
Wildcat Gym	\$500	\$750	\$1,000
Middle School Gyms	\$500	\$750	\$1,000
WISD Natatorium	Not Available	Not Available	Not Available
Tennis Courts with no lights	\$250	\$300	\$500
Tennis Courts with lights	\$400	\$500	\$750
Baseball Field with no lights	\$500	\$750	\$1,000
Baseball Field with lights	\$750	\$1,000	\$1,500
Softball Field with no lights	\$500	\$750	\$1,000
Softball Field with lights	\$750	\$1,000	\$1,500
PAC	Group 1 2018 Non-Profit Fee Rate/HR	Group 2 For Profit Fee Rate/HR At All Times	
Level 1: 8:00 AM – Noon - Four (4) hours total	\$600	\$900	
Level 2: 1:00 PM – 5:00 PM - Four (4) hours total	\$600	\$900	
Level 3: 8:00 AM – 5:00 PM - Nine (9) hours total	\$900	\$1,200	
Level 4: 5:00 PM – 11:00 PM - Six (6) hours total	\$1,100	\$1,400	
Level 5: 1:00 PM – 11:00 PM - Ten (10) hours total	\$1,400	\$1,700	
Level 6: 8:00 AM – 11:00 PM - Six (15) hours total	\$1,800	\$2,100	
Level 7: Second Floor Practice Room/Reception Room Only (price per hour)			
8:00 AM – 5:00 PM, MONDAY – FRIDAY	\$100	\$150	
AFTER 5:00 PM AND WEEKENDS	\$150	\$200	
<i>If the event runs longer than its allotted rental time, additional hours for Levels 1 through 6 will be charged at a \$100 hourly non-profit & \$150 for profit rate.</i>			

Hourly Personnel Charges

Custodial Overtime	\$30 per hour
Sound and Light Board	\$30 per hour
Scoreboard Operators	\$30 per hour
Food Service	\$30 per hour
School Police	\$30 per hour