

How to Schedule Building Use

Any organization wishing to rent Burleson ISD facilities must contact Rachael McGuire **at least 30 days prior to the event** at 817-245-1146 or rachael.mcguire@bisdmail.net. This allows time to complete the steps listed below, receive Proof of Insurance and notify all parties concerned. Requests must be made by an officer of the organization that carries liability insurance for the event.

Step 1: Contact Rachael McGuire for facility availability: date, time, location, custodial clean up, setup needs.

Step 2: Provide your organization's Certificate of Liability Insurance to the Facilities Secretary with no less than \$1,000,000 coverage. *Burleson ISD asks to be named as additionally insured (as the certificate holder) on the policy using the following address: 1160 SW Wilshire Blvd. Burleson, TX 76028.

Step 3: If your requested dates are available, you will be provided with the BISSD Community Use Link. With this link, you will create your facility use account and you will make your facility requests.

Step 4: Prices are determined on a case by case basis (see Facility Rental Fee Schedule). Contracts are issued to the individual organizations requesting Facility Rentals.

Athletic Requests

Any organization wishing to rent BISSD Athletic areas such as the Stadium, Baseball Fields & Softball Fields must contact BISSD Athletics at 817-245-0036 or athletics@bisdmail.net.

Step 1: Contact BISSD Athletics for athletic area availability.

Step 2: If your requested dates are available, BISSD Athletics will direct you to the facilities secretary to complete the scheduling steps (same as above).

****The Burleson ISD Stadium is rented on a case by case basis.**

****Both BISSD High School's indoor facilities are not available for facility rentals.**

- Burleson ISD requires a District Monitor (full time BISSD district employee) to be present for the duration of any organization's facility rental (see Monitor fee on Facility Rental Fee Schedule).

Facilities Rental AED Locations

Campus - Areas - AED Locations

Academy at Nola Dunn: Cafeteria Exit the cafe door towards the inside of the building, turn right

BISD Stadium: Stadium Home side, main floor, next to the elevator Visitor side, next to concession Stand

Bransom: Gym Exit gym doors and turn right. AED is in the main foyer

Brock: Gym Exit the gym door towards the inside of the building, turn left

Burleson HS:

Band Football Field Outside of the indoor facility back door - north side of building

Auditorium Main foyer, right side when exiting auditorium doors

Dressing Rooms Exit and turn left, go to main foyer, turn right

Softball Fields Outside of baseball concession stand, and the tennis complex

Baseball Fields On the outside of the concession stand

Centennial HS:

Auditorium Center wall, main foyer

Black Box Theater Outside of the classroom, through double doors on the right. Located down the hall on the left

Dressing Rooms Outside of the classroom, through double doors on the left. Located down the hall on the left

Football Field Outside of restrooms on concession stand building

Clinkscale: Gym Exit the gym door towards the inside of the building, turn right

Frazier: Gym Exit the gym door towards the inside of the building, turn left

Hajek: Gym Exit the gym door towards the inside of the building, turn left

Hughes MS:

7th Grade Gym Exit doors towards the building, go left, located on the left wall

Football Field Gray building, outside of the gate, next to the ticket window Cafeteria

Exit left to the main hallway, outside of the clinic on the left

Kerr MS:

Practice Gym Between the gyms in back hallway, and in the front foyer

Practice Field West wall of gray building at the football stadium

Norwood: Gym To the right of the restrooms, main hallway

Cafeteria Exit cafe doors, turn right, down the hallway on the left

Stribling: Gym Exit the door to the right of the stage, located across the hall.

Taylor: Gym To the left of the restrooms, towards the main office

The Venue: Main foyer of the Venue - right wall