

How to Schedule Building Use

Any organization wishing to rent Burleson ISD facilities must contact Alissa Mains **at least 30 days prior to the event** at 817-245-1146 or alissa.main@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 Alissa Mains for facility availability: date, time, location, custodial clean up, setup needs.

Step 2: Provide your organization's Certificate of Liability Insurance to Alissa Mains 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, Alissa Mains will provide you 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 Alissa Mains 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).