



MEMORANDUM

Date: June 30, 2010

To: Donald Williams / Allison Murray / Sarah Belcher

Cc: Gerald Perry / Mike Ferrell / Thomas Dowdy / Jimmy Dinscore / Linda Olivarez

From: Henry Gideon / C.O.O.

RE: additional fees for the use of Athletic Facilities

MEMORIAL STADIUM – may be booked depending upon calendar availability.

1. UIL Playoff games come with a minimal fee of \$3,000 plus 15% of gross gate. See “Memorial Stadium Rental Packet” on the BISD Website.
2. Daylight events will incur the following fees –
 - a. Facility cost - \$200 per hour / minimum 4 hours to cover things like utilities, use of press box, concession stands, scoreboard, and dressing rooms, etc. The maximum fee per day is not to exceed \$800.00. *NOTE - concession operators will be required to adhere to all district and local health department requirements with regards to the preparation, service and sale of food and beverages.*
 - b. Stadium Manager Labor costs - \$35.00 per hour / minimum 4 hours to coordinate with requestors and provide oversight and management.
 - c. Housekeeping labor costs - \$25.00 per hour / minimum 4 hours. We will require 1 housekeeper per 500 attendees.
 - d. Parking attendants - \$30.00 per hour / minimum 4 hours. This would only be a requirement if attendance for an event were to exceed 3,000 people or 750 vehicles.
 - e. \$500 refundable deposit will be required to secure the booking of this facility. Requestors will be required to provide manpower to clean the stadium after use & remove all trash from all areas (stands, parking lots, press box, concession areas, etc.).
 - f. BISD will require requestors purchase a liability insurance policy, or rider to an existing policy, naming as additional insured “Bastrop ISD, its officers, employees, and agents,” which will provide coverage in the amount of \$500,000 for property damage and \$1,000,000 per occurrence for personal injury (including death).
 - g. Video Replay System (optional) - \$800.00 per event. *NOTE: the scoreboard itself and access to scorekeeper device is included in the Facility costs above.*
 - h. Law Enforcement – may be required by BISD depending upon attendance for crowds exceeding more than 500. Law Enforcement arrangements will need to be separately arranged with BC Sherriff Dept.
3. Night events or events requiring Stadium lighting will result in an additional \$120/hour fee.

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BHS ERHARD FIELD / CCHS EAGLE FIELD - will have very limited access due to the year round use of these fields by the boys and girls programs associated with the High Schools...including structured practice programs and camps. However, these fields may be booked with Coaching staff approval -

1. Daylight events will incur the following fees and maximum attendance may be limited to 2,000 attendees -
 - a. Facility cost - \$100 per hour / minimum 4 hours to cover things like utilities, use of press box, scoreboard, and concession stands, etc. *NOTE - concession operators will be required to adhere to all district and local health department requirements with regards to the preparation, service and sale of food and beverages.*
 - b. Stadium Manager Labor costs - \$35.00 per hour / minimum 4 hours to coordinate with requestors and provide oversight and management.
 - c. Housekeeping labor costs - \$25.00 per hour / minimum 4 hours. We will require 1 housekeeper per 500 attendees.
 - d. \$250 refundable deposit will be required to secure the booking of this facility. Requestors will be required to provide manpower to clean the facilities after use & remove all trash from all areas (stands, parking lots, press box, concession areas, etc.). Deposit will not be refunded if facility is not returned properly cleaned.
 - e. BISD will require requestors purchase a liability insurance policy, or rider to an existing policy, naming as additional insured "Bastrop ISD, its officers, employees, and agents," which will provide coverage in the amount of \$500,000 for property damage and \$1,000,000 per occurrence for personal injury (including death).
 - f. Law Enforcement - may be required by BISD depending upon attendance for crowds exceeding more than 200. Law Enforcement arrangements will need to be separately arranged with Bastrop PD or BC Sherriff Dept. depending upon venue.
2. Night events or events requiring Stadium lighting will result in an additional \$25/hour fee for Erhard Field and \$125 / hour fee for the CCHS Eagle Field.

BISD Baseball & Softball Fields - will have very limited access due to the year round use of these fields by the boys and girls programs associated with the High Schools...including Fall Ball and Summer Baseball programs and camps. However, these fields may be booked with Coaching staff approval -

1. Daylight events will incur the following fees and max. attendance may be limited to seating & parking availability-
 - a. Facility cost - \$100 per hour / minimum 3 hours to cover things like utilities, use of press box, scoreboard, concession stands, and dressing rooms, etc. *NOTE - concession operators will be required to adhere to all district and local health department requirements with regards to the preparation, service and sale of food and beverages.*
 - b. Stadium Manager Labor costs - \$35.00 per hour / minimum 3 hours to coordinate with requestors and provide oversight and management.
 - c. Housekeeping labor costs - \$25.00 per hour / minimum 3 hours.
 - d. \$250 refundable deposit will be required to secure the booking of this facility. Requestors will be required to provide manpower to clean the stadium after use & remove all trash from all areas (stands, parking lots, press box, concession areas, etc.). Deposit will not be refunded if facility is not returned properly cleaned.
 - e. BISD will require requestors purchase a liability insurance policy, or rider to an existing policy, naming as additional insured "Bastrop ISD, its officers, employees, and agents," which will provide coverage in the amount of \$500,000 for property damage and \$1,000,000 per occurrence for personal injury (including death).
 - f. Law Enforcement - may be required by BISD depending upon attendance for crowds exceeding more than 500. Law Enforcement arrangements will need to be separately arranged with BC Sherriff Dept.
2. Night events or events requiring Field lighting will result in an additional \$100 / hour fee for Bear Field and \$15 / hour fee for the BHS Girls Softball Field.

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BMS & CCMS Football Fields – will have very limited access due to the year round use of these fields by the boys and girls programs associated with the Middle Schools...including structured practice programs and camps. However, these fields may be booked with Coaching staff approval -

1. Daylight events will incur the following fees and max. attendance may be limited to seating and parking availability –
 - a. Facility cost - \$50 per hour / minimum 3 hours to cover things like utilities, use of press box, scoreboard, concession stands, and dressing rooms, etc. *NOTE – concession operators will be required to adhere to all district and local health department requirements with regards to the preparation, service and sale of food and beverages.*
 - b. Field Manager Labor costs - \$35.00 per hour / minimum 3 hours to coordinate with requestors and provide oversight and management.
 - c. Housekeeping labor costs - \$25.00 per hour / minimum 3 hours.
 - d. \$250 refundable deposit will be required to secure the booking of this facility. Requestors will be required to provide manpower to clean the stadium after use & remove all trash from all areas (stands, parking lots, press box, concession areas, etc.). Deposit will not be refunded if facility is not returned properly cleaned.
 - e. BISD will require requestors purchase a liability insurance policy, or rider to an existing policy, naming as additional insured “Bastrop ISD, its officers, employees, and agents,” which will provide coverage in the amount of \$500,000 for property damage and \$1,000,000 per occurrence for personal injury (including death).
 - f. Law Enforcement – may be required by BISD depending upon attendance for crowds exceeding more than 500. Law Enforcement arrangements will need to be separately arranged with BC Sherriff Dept.
2. Night events or events requiring Field lighting will result in an additional \$50.00 / hour fee.

BISD GYM SPACES – will have very limited access due to the year round use of these facilities by the boys and girls programs associated with the High Schools and Middle Schools...including structured practice programs and camps. However, these spaces may be booked with Coaching staff / Campus staff approval -

- a. High School / Middle School Gym fees - \$75 per hour / minimum 2 hours.
- b. Elementary School Gym fees - \$35 per hour / minimum 2 hours.
- c. Housekeeping labor costs - \$25.00 per hour / minimum 2 hours.
- d. \$250 refundable deposit will be required to secure the booking of this facility. Requestors will be required to provide manpower to clean the facility after use & remove all trash from all areas. Deposit will not be refunded if facility is not returned properly cleaned.
- e. BISD will require requestors purchase a liability insurance policy, or rider to an existing policy, naming as additional insured “Bastrop ISD, its officers, employees, and agents,” which will provide coverage in the amount of \$500,000 for property damage and \$1,000,000 per occurrence for personal injury (including death).
- f. Law Enforcement – may be required by BISD depending upon attendance for crowds exceeding more than 200. Law Enforcement arrangements will need to be separately arranged with BC Sherriff Dept.