

**COLLEGE STATION ISD
APPLICATION FOR USE OF SCHOOL FACILITIES**

School/Facility Pebble Creek Elementary School Application Date 9/30/14

Date(s) of Event 8/16/2015 - 8/26/2018 Day(s) of Week Sunday

Time of arrival 7:00 AM Time of departure 2:00 PM

Room(s) needed:

Gym X 7a - 2p _____
 Classroom #s 6 rooms 11a - 1p _____
 Auditorium _____
 Cafeteria 11a - 1p _____
 Library _____ Other Playground _____
 Athletic Fields _____

OFFICE USE ONLY	
Group # _____	Confirmed w/site _____
Confirmed w/appl. _____	Entered on schedule _____

NAME OF GROUP/BUSINESS Grace Bible Church

NON PROFIT STATUS YES NO

PURPOSE OF EVENT Church service

Approx. # of people expected 350-400

NAME OF APPLICANT Grace Bible Church

Address 700 Anderson St, College Station, TX 77840 Email mattmorton@grace-bible.org

Work # 979-693-2911 ext 223 Cell # 979-739-6265 Home # 979-739-6265

PERSON IN CHARGE OF EVENT Matt Morton, Teaching Pastor

Work# 979-693-2911 ext 223 Cell # 979-739-6265 Home # 979-739-6265

ORGANIZATIONS USING SCHOOL FACILITIES WILL BE RESPONSIBLE FOR PROVIDING SPECIFIC ACCOMMODATIONS REQUIRED UNDER THE AMERICANS WITH DISABILITIES ACT. THE PERSON AND/OR ORGANIZATION MAKING THIS APPLICATION INDIVIDUALLY AND/OR JOINTLY ASSUME RESPONSIBILITY FOR ANY DAMAGES RESULTING FROM THEIR USE OF SCHOOL FACILITIES. I FURTHER AGREE TO ABIDE BY THE POLICIES AND REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES AS ADOPTED BY THE CSISD BOARD OF EDUCATION.

Section 101.051 of the Texas Civil Practice and Remedies code provides that Texas school districts are immune from any liability involving the use of school facilities. Users of College Station ISD facilities should be aware that CSISD has no liability with regard to any event or occurrence that might happen on College Station ISD property. Entities using the facilities are responsible for procuring their own insurance or provide for appropriate risk management for their entity."

Applicant's Signature *[Signature]* ^{Person of operations} DATE 10/3/2014

Facilities Coordinator _____ DATE _____ APPROVED: Y N

Billing information: mail check 2 weeks prior to event to: CSISD Operations Dept, 2000 Welsh Ave, College Station, TX 77840

Building rental fee		Building supervisor/other fees	
FEE \$ _____	TOTAL DUE _____	SUPERVISOR _____	
DATE PD _____	\$ _____	FEE \$ _____	
CK # _____		OTHER FEE \$ _____	
		DATE REC _____	CK# _____

Grace Bible Church Application

What denomination are you affiliated with? We are a non-denominational Bible church. We are governed by a board of elders. The current elder chairman is Mike Gentry; vice chairman is Eddie Coulson.

How long has your church been organized in our community and where has it been meeting? Grace has been in the community since 1961 and under the name Grace Bible Church since 1965. We moved to our current location (700 Anderson, College Station) in the 1970's and planted our second campus (1901 Harvey Mitchell PKWY) in 2008.

What is the size of your congregation and its growth rate? We currently have 1400 active members. Our typical combined attendance on a Sunday morning is approximately 4000 adults. We have grown about 5% per year.

What are the long-range plans for your church? We are a multi-site church and presently own and maintain two campuses in College Station (700 Anderson Street and 1901 Harvey Mitchell Parkway). We desire to expand our ministry to reach those in the south College Station area, so we are adding a third campus for that purpose. We anticipate that we will purchase land and complete a permanent church facility in that area of town by late 2017/mid 2018. Accordingly, we desire to lease Pebble Creek Elementary School beginning on August 16, 2015 and ending when we move into a permanent facility.

What building plans does your church currently have under consideration? We are currently identifying properties in the south College Station area for possible purchase. Once we secure land, we plan to begin construction as soon as possible.

What time line is the church on for locating permanent facilities? We hope to locate a piece of property as soon as possible. We would like to move the third campus to its permanent home, by late 2017/mid 2018.

What school are you interested in using? Pebble Creek Elementary School is our first choice.

How many rooms and what hours will you need? We are requesting the cafetorium, gymnasium, and six classrooms for children's programs. We are not particular about which classrooms, but we would like to review the ones that are available. We anticipate using the gymnasium for the worship service and will need access to that area each Sunday from 7:00am until 2:00pm (this includes setup and takedown times). The other rooms will be needed only for 2 hours each (11:00am-1:00pm).

RCM
10/3/14



FACILITIES DEPARTMENT
COLLEGE STATION INDEPENDENT SCHOOL DISTRICT
 2000 WELSH AVENUE
 COLLEGE STATION, TX 77840

*Rental Fees for Grace Bible Church @ Pebble Creek Elementary, Sundays beginning August 16, 2015-August 26, 2018
 Group 3 rate*

SCHOOL	ROOM NOS	DAY OF USE	HRS OF USE	#OF HRS	TOTAL CHRGS
PCE	gym	Sunday	7 am- 2pm	7	\$200.00
PCE	cafeteria	Sunday	11 am-1 pm	2	\$100.00
PCE	6 classrooms	Sunday	11 am-1 pm	2	\$300.00
				Sub total	\$600.00
Building supervisor		Sunday	6:30 am-2:30 pm		\$160.00
				GRAND TOTAL PER SUNDAY	\$760.00

PLEASE NOTE: ALL SETUP AND CLEANUP IS RESPONSIBILITY OF THE GROUP

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT
ADMINISTRATIVE POLICIES AND PROCEDURES
(ABBREVIATED VERSION)

1. All requests must be submitted **ten (10) working days** prior to the event planned.
2. Once a request is approved by the Operations Office the user will be contacted.
Permission to use a building should not be considered a contract; a request may be bumped within ten (10) days of the event.
3. Approved user group will call the Operations office five (5) days prior to the scheduled event. At that time, arrangements will be finalized.
4. When approved and no cancellation notice is received in the Operations Office at least 48 hours prior to the event, no refunds will be issued. Groups using school facilities on routine basis (i.e. churches) shall be billed monthly for all scheduled activities and are subject to cancellation provisions established by this item.
5. An Operations Building Supervisor or custodian will meet you at the door at the arranged time. Keys will not be issued to any group. Building Supervisors will be at the site 30 minutes prior to and after the scheduled event time.
6. **Members of the group are responsible for set-up.**
7. **Upon completion of the event, the group is responsible for clean-up.** This includes returning tables and chairs to their assigned places, taking trash to dumpster (including restrooms), sweeping, etc. The contact person and the Building Supervisor will then do a walk-through of the facility to ensure that everything has been returned to its original state. Any damage to district property shall be paid for by the group involved. Clean-up if required by district personnel will be billed to the group in addition to building use fees.

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT
ADMINISTRATIVE POLICIES AND PROCEDURES
(ABBREVIATED VERSION)

8. All rooms are rented on a 2-hour minimum. The fee will be charged each day the facility is opened and closed. In the cases where the same room is used more than once in the same day, fees will be assessed as separate use.
9. The fee is calculated from thirty (30) minutes prior to the start of the event until thirty (30) minutes after the event ends. The total time used by a group will be rounded up to the next complete hour.
10. Full payment for planned facility usage must be paid within ten (10) working days prior to the event. Failure to meet this requirement will result in cancellation of the event from the facility use schedule.
11. An annual maintenance fee will be assessed to groups who use a building on a routine basis. The fee will be based on the number of times used in a year.
12. Any additional building use charges will be mailed from the Operations/Facility Use Office and payment is expected within 30 days.

NOTE: *The person in charge of the group is responsible for the behavior of the entire group. Any violation of the Building Use Rules or Procedures may result in the group being asked to leave by the Building Supervisor and the loss of approval for future use. The College Station Board of Trustees, the College Station Independent School District and its employees shall in no event be responsible for injuries to persons or damage to property immediately prior to, during, or after any program held on school property.*

College Station ISD
Administrative Rules and Regulations

Per Board of Trustees

1. The person in charge of the group is responsible for the behavior of the entire group. Any violation of the Building Use Rules or Procedures may result in the group being asked to leave by the Building Supervisor/Custodian and the loss of approval for future use.
2. The College Station Board of Trustees, the College Station Independent School District and its employees shall in no event be responsible for injuries to persons or damage to property immediately prior to, during, or after any program held on school property.
3. Food and drink are **only** allowed in the cafeteria. Purple and red punch is prohibited in any area, including the cafeteria.
4. No animals are allowed in any building, except in the case of seeing-eye dogs.
5. State law and local Board Policy prohibits the use of tobacco products alcoholic beverages and fire arms on school property.
6. Appropriate, clean tennis shoes must be worn on the gym floors. Black rubber soles are not allowed.
7. Groups must stay in the assigned room. The room should be left in the arrangement found. Fixtures, equipment, and furniture should not be removed from the building or rearranged between rooms without approval of the building supervisor. Trash must be removed from the building.
8. Children should be supervised by an adequate number of adults at all times. All school rules should be obeyed; no running or horseplay is

College Station ISD
Administrative Rules and Regulations

Per Board of Trustees

allowed.

9. The District reserves the right to require district employees or police officers on duty at the expense of the group.
10. Members of the group shall never attempt to operate A/C or heating equipment. Problems should be reported to the building supervisor.
11. All kitchen use must be approved and arranged through the Director of Food Services.
12. All parking restrictions are to be observed.
13. No hvac will be scheduled in hallways. The temperature of the building will not be more than 68 in the winter or less than 74 in the summer.

BUILDING USE CLEAN-UP RESPONSIBILITIES

The following duties are to be performed after using the school building. The building supervisor or custodian will check off each task (or indicate n/a during the walk-through after your event.

- ___ 1. Floor swept/mopped
- ___ 2. Replace furniture/gym equipment the way it was found
- ___ 3. Chairs pushed in/folded or stacked
- ___ 4. Tables wiped with wet rag (if needed)
- ___ 5. Trash gathered and taken out to dumpster (bathroom included)
- ___ 6. Particles picked up from carpet
- ___ 7. All decorations/signs removed
- ___ 8. Blackboards (if used by group) erased

Please be aware that if cleaning is not completed by your group, additional charges may apply.

Date: _____ Group Name: _____

Building Supervisor/Custodian Group Contact Person _____

Open Time: _____ Close Time: _____

COMMENTS: _____
