

## **BURLESON ISD SPONSORED EVENTS:**

- BISSD Athletics Competitions and BISSD Fine Arts Performances
  - In lieu of Raptor, Hometown Ticketing must be used for pre-registrations and sales.
  - We will use staff to scan tickets at the door.
  - Armed security must be hired for each event.
  - Tickets may be free, or a fee may be charged to raise funds. (We recommend charging a fee.)
  - UIL Athletics will follow DEC set pricing.
  - Expenses for security and ticket staff will be deducted from the ticket sales. Security is \$45 per hour and ticket staff is \$15 per hour
  - Net proceeds from ticket sales for fundraisers will be deposited into the group's campus activity account.
  - **A campus administrator must be present.**
  - The event must be input into SchoolDude to follow the approval process at least four weeks prior to the event.

## **BURLESON ISD AFFILIATED BOOSTER SPONSORED EVENTS (Category 1 Facility Rental):**

- Please review the attached rental information for any applicable fees.
- The event must be put into SchoolDude at least four weeks prior to the event.
- The booster club may use a vendor to organize and operate the event, examples: USBands, Showstoppers Dance Competition.
- Armed security must be hired by the booster group for the event. The cost is \$45 per hour, per officer. BISSD will schedule the security. The number of security officers scheduled will be determined by the BISSD staff sponsor, campus principal, and Interscholastic Activities Office. The number of officers needed will be based on expected crowd size and current conditions.
- **A campus administrator must be present for the event.**
- Concessions may be operated by the booster club or volunteers and concession proceeds may be retained by the booster club or deposited into the activity account.
- In lieu of Raptor, Hometown Ticketing may be used for pre-registrations and sales.
  - A ticket scanner must be hired at \$15 per hour if Hometown is used.
  - BISSD will assist with scheduling the ticket staff. Ticket staff may be volunteers that have been selected and trained by the BISSD staff sponsor/director.
  - Hometown Tickets may be set as a free ticket. Cash donations may be accepted at the door.
  - If ticket fees are charged via the BISSD Hometown Ticket site:
    - Hometown sends the BISSD Business Office a deposit once a month.
    - Net proceeds will be deposited by the Business Office into the group campus activity account.

- Security, ticket staff, custodial and any other expenses will be deducted from the ticket sales. Any deficit will be invoiced to the sponsoring booster club.

**CATEGORY 2-5 FACILITY USE/RENTALS:**

- The group will be responsible for their own security and must follow the BISD Facility Use process.