

BURLESON ISD SPONSORED EVENTS:

- **BISD Athletics Competitions and BISD 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. BISD will schedule the security. The number of security officers scheduled will be determined by the BISD 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.
 - BISD will assist with scheduling the ticket staff. Ticket staff may be volunteers that have been selected and trained by the BISD 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 BISD Hometown Ticket site:
 - Hometown sends the BISD 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.

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