

SAISD Athletic Facility Approval Path, Rental Fee Waiver, and Insurance Guidelines

Facility	Type of Entity	Approval Path	Rental Fee Waivers Operating costs are never waived.*	Insurance
Alamo Stadium and Convocation Center	For-Profit	Superintendent, Board of Trustees	None	Required
	Nonprofit	Superintendent, Board of Trustees	None	Required
	Out-of-District Schools (UIL games and tournaments)	Superintendent’s designee (District Athletic Director)	None	Not Required
	Out-of-District Schools (UIL-related activities) Public or private colleges and universities	For school athletic and band practices/rehearsals: Superintendent’s designee (District Athletic Director). The entity also completes the SAISD Estimated Facility Charge Form.	Yes. It is accepted practice among Texas schools to host other schools for low-impact athletic practices without rental fees. There are typically no operating costs associated with low-impact athletic practices such as basketball shoot-arounds and football walk-throughs.	Not required
	Out-of-District Schools (not UIL-related)	For all other events: Superintendent, Board of Trustees	None	Required
	City-wide or high-visibility events (such as Fiesta)	Superintendent, Board of Trustees	None, unless Superintendent recommends and Board approves, using Rental Fee Reduction Form.	Depends on type of use
Sports Complex	For-Profit	Superintendent, Board of Trustees	None, unless Superintendent recommends and Board approves, using Rental Fee Reduction Form.	Required
	Nonprofit	Superintendent, Board of Trustees	None, unless Superintendent recommends and Board approves, using Rental Fee Reduction Form.	Required
	Out-of-District Schools (UIL games and tournaments)	Superintendent’s designee (District Athletic Director)	None	Not Required
	Out-of-District Schools (UIL-related activities) Public or private colleges and universities	For school athletic and band practices/rehearsals: Superintendent’s designee (District Athletic Director). The entity also completes the SAISD Estimated Facility Charge Form	Yes. It is accepted practice among Texas schools to host other schools for low-impact athletic practices without rental fees.	Not required
	Out-of-District Schools (not UIL-related)	For all other events: Superintendent, Board of Trustees	None	Required
	City-wide or high-visibility events (such as Fiesta)	Superintendent, Board of Trustees	None, unless Superintendent recommends and Board approves, using Rental Fee Reduction Form.	Depends on type of use

*Operating Costs include utilities, lighting, custodians, police, parking attendants, and EMTs. These are never waived and are charged to the user separately.