

**Scope of Use**

The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.

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**Note:** See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school-related activities: FM
- Use by noncurriculum-related student groups: FNAB
- Use by District-affiliated school-support organizations: GE

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**Approval of Use**

The authority to develop administrative rules governing the general use of facilities and to approve requests to use District facilities shall be delegated to the director of special projects. "Facilities" refers to and includes all buildings and fields.

Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property unless the group paid fully for all charges in a timely manner.

Exception

No approval shall be required for nonschool-related recreational use of the District's playgrounds, tennis courts, and unlocked tracks when the facilities are not in use by the District or for a scheduled nonschool purpose.

**Use Agreement**

Any organization or individual seeking to use District facilities for a nonschool purpose shall be required to complete a written license agreement, as provided by the District, indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.

**Interlocal Agreements**

The Board may establish facility use agreements with cities and/or other school districts that are not subject to this policy or the administrative rules governing the general use of facilities.

**Scheduling**

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent or designee shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.

**Fees for Use**

Any organization or individual seeking to use District facilities shall be charged for the use of the designated facilities, except those organizations whose overall program and purpose exist to directly benefit the District's curricular, cocurricular, or extracurricular activities, e.g., parent-teacher organizations and booster clubs. [See GE] Those organizations fitting this exception shall not be subject to posted deposits and fees unless the use includes fund-raising through a commercial entity. When fund-raising through a commercial entity is involved, all deposits and fees, except the building fee, shall be required.

An exception to deposits and all fees, apart from charges for utilities and personnel costs, shall also be permitted for any nonprofit nonschool-related organization whose program is for school-aged children and primarily involves District students.

The swim center shall be excluded from the deposits and fee exemptions described in this policy.

When using a high school auditorium, all organizations and individuals must pay for technicians to operate theater equipment, if deemed necessary by the District.

The Board shall establish and publish a schedule of fees for the use of facilities.

Fees shall not be charged for use of facilities by District employee professional organizations.

Non-District professional associations that support development of District employees shall not be subject to building fees, but shall pay all other fees for use of facilities.

**Nonprofit Fund-Raising**

The District shall not permit nonprofit organizations not affiliated with the District to conduct fund-raising events on District property.

**Long-Term Use**

This policy shall not apply to long-term leasing of District facilities, which shall be separately negotiated. Long-term leasing is defined as leasing for more than 90 consecutive days or for more than 11 months.

**Emergency Use**

In case of emergencies or disasters, the Superintendent may authorize the use of school facilities by civil defense, health, or emergency service authorities at no charge.

**Profit Purpose Education Based**

The District's student-based program fee schedule shall apply to an organization, individual, or group using school facilities for profit or for commercial purposes aimed at educating and/or physically

developing District students only, as long as the purpose is for other than strength and conditioning. Strength and conditioning programs shall pay the fees for those programs. The following conditions must be met:

1. Facilities and space are available.
2. Field conditions allow the use of fields.
3. The maintenance schedule allows use of fields and/or facilities.
4. The program is in accordance with current UIL regulations.
5. The program has been approved by the athletic and activities director, if athletic facilities are involved.
6. The use has been approved by the campus principal or designee.
7. The program has been approved by operational services.
8. A criminal background check is performed on all personnel dealing directly with students.
9. District identification badges (paid by requestor) are worn when on campus.

**Profit Purpose  
Strength and  
Conditioning**

An organization, individual, or group permitted to use school facilities for profit or commercial purposes aimed at physically developing District students only shall pay applicable fees. The following conditions must be met:

1. Facilities and space are available.
2. A weight room is available.
3. Field conditions allow the use of fields.
4. The maintenance schedule allows use of facilities and/or fields.
5. The program is in accordance with current UIL regulations.
6. The program has been approved by the athletic and activities director, if athletic facilities are involved.
7. The use has been approved by the campus principal or designee.
8. The program has been approved by operational services.
9. A criminal background check is performed on all personnel dealing directly with students.

10. District identification badges (paid by requestor) are worn when on campus.

**Employee Use of  
Facilities in General**

Free use of District facilities by employees as individuals for any purpose other than their assigned duties or as approved for camps, clinics, tournaments, competitions, contests, programs, leagues, or private instruction shall be prohibited, unless permitted by the administrative regulations for the District's wellness program. Employees acting as private citizens must pay posted fees.

**Use of District  
Facilities by  
Employees**

Use of District facilities by employees shall be limited to the following.

**District-Sponsored  
Camps / Clinics**

Annually, District varsity high school head coaches and sponsors (excluding assistant coaches and assistant sponsors) shall be permitted to conduct one fee-based camp, not to exceed three weeks, in their primary sport or event, for which the District's camp fee schedule shall apply if:

1. Space is available.
2. Field conditions allow use of fields.
3. The maintenance schedule allows use of fields and/or facilities.
4. The camp is in accordance with current UIL regulations.
5. The camp has been approved by the athletic and activities director, if athletic facilities are involved.
6. The use has been approved by the campus principal or designee.
7. The camp has been approved by operational services.
8. The camp is conducted by the coach (i.e., the coach/sponsor provides the primary instruction).

Annually, District head band directors, choir directors, and theater directors (excluding assistant band directors, assistant choir directors, and theater directors) shall be permitted to conduct one fee-based camp, not to exceed two weeks, for which the District's camp fee schedule shall apply if:

1. Space is available.
2. Field conditions allow use of fields.
3. The maintenance schedule allows use of fields and/or facilities.

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

4. The camp is in accordance with current UIL regulations.
5. The camp has been approved by educational services.
6. The use has been approved by the campus principal or designee.
7. The camp has been approved by operational services.
8. The camp is conducted by the band, choir, or theater director.

District-Sponsored  
Strength and  
Conditioning  
Programs

Annually, District varsity high school head coaches (excluding assistant coaches) and middle school athletic coordinators shall be permitted to conduct two fee-based strength and conditioning programs, in accordance with UIL rules; and the strength and conditioning fees and rules shall apply if all of the following conditions are met:

1. Facilities and space are available.
2. A weight room is available.
3. Field conditions allow use of fields.
4. The maintenance schedule allows use of fields and/or facilities.
5. The program is in accordance with current UIL regulations.
6. The program has been approved by the athletic and activities director. [See District administrative regulation regarding strength and conditioning programs]
7. The use has been approved by the campus principal or designee.
8. The program has been approved by operational services.

Fund-Raising  
Camps / Clinics /  
Tournaments /  
Competitions or  
Contests

Annually, District varsity high school head coaches and sponsors (excluding assistant coaches and assistant sponsors) shall be permitted to sponsor up to three fee-based events, none of which shall exceed one week in duration, in their primary sport or area, performed by them (in which the coaching or instruction is performed by the coach or sponsor or students of their programs, and not by a third party) as a fund-raiser, for which the District's fund-raising event fee schedule shall apply if:

1. Facilities and space are available.
2. Field conditions allow use of fields.
3. The maintenance schedule allows use of fields and/or facilities.

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

4. The event is in accordance with current UIL regulations.
5. The event has been approved by the athletic and activities director, if athletic facilities are involved.
6. The use has been approved by the campus principal or designee.
7. The event has been approved by operational services.
8. The coach/sponsor coordinates the event, supervises, and is present during the event.

Annually, District varsity high school head coaches and sponsors (excluding assistant coaches and assistant sponsors) shall be permitted to sponsor one fee-based event, not to exceed one week, in their primary sport or area, performed by a commercial entity, for which the commercial fund-raising event fee schedule shall apply if:

1. Facilities and space are available.
2. Field conditions allow use of fields.
3. The maintenance schedule allows use of fields and/or facilities.
4. The event is in accordance with current UIL regulations.
5. The event has been approved by the athletic and activities director, if athletic facilities are involved.
6. The use has been approved by the campus principal or designee.
7. The event has been approved by operational services.
8. The coach/sponsor coordinates the event, supervises, and is present during the event.

Athletic Leagues

Annually, District varsity high school head coaches (excluding assistant coaches) shall be permitted to host two fee-based leagues in their primary sport, for which the District's athletic league fee schedule shall apply if:

1. Facilities and space are available.
2. Field conditions allow use of fields.
3. The maintenance schedule allows use of fields and/or facilities.
4. The league is in accordance with current UIL regulations.

5. The league has been approved by the athletic and activities director, if athletic facilities are involved.
6. The use has been approved by the campus principal or designee.
7. The league has been approved by operational services.
8. The coach coordinates the league and is present for all games for safety and security purposes.

**Private Student Instruction**

District teachers shall be permitted, only during the summer, to conduct private student instruction for which the District's camp fee schedule shall apply if:

1. The instruction may be located (space available) at one of the campuses designated for summer school.
2. The instruction has been approved by educational services.
3. The instruction has been approved by operational services.

[See DBD for other restrictions]

**Meetings with Students / Parents**

An employee shall be permitted to use a classroom to conduct an informational student/parent meeting pertaining to an event or activity that is not District-sponsored but involves only District students for which the District's meeting room fee schedule shall apply.

**Required Conduct**

Persons or groups using school facilities shall:

1. Conduct business in an orderly manner.
2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products on school property. [See GKA]
3. Make no alteration, temporary or permanent, to school property without prior written consent from the campus principal or facility manager.

**Release of Liability**

Organizations and individuals, including District coaches, sponsors, and directors, using school facilities shall release the District from liability for personal injury and/or damages to personal property.

All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.

**Concessions**

Only District-approved booster clubs may use District concession stands to sell concessions on District property. If an organization or individual using District facilities desires food and/or beverage concessions for its event/activity, the District shall contact an approved booster club to provide the concession sales. If an approved booster club is not available or interested in selling food and/or beverage concessions, no concessions may be sold.

**Other Sales**

The sale of T-shirts or other novelties shall only be permitted during the period of facility use when related to the program, campus, league, and the like, and after receiving approval from the director of special projects. All sales must be in compliance with UIL regulations.