

The Board permits and encourages public use of designated school facilities for educational, recreational, civic, or social activities, when these activities do not conflict with school use or with this policy.

Approval of Use

The Superintendent or designee is authorized to approve use of District facilities and campus facilities. Use of campus facilities requires the additional approval of the principal. Use of District athletic facilities requires the approval of the executive director of athletics. No group or organization shall be permitted to use any school facility for any purpose other than official school business prior to executing a formal written contract.

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

High school athletic fields such as football, baseball, softball, and soccer, and middle school football fields shall be for school use only. Any exceptions must be authorized by the Superintendent or designee and the executive director of athletics.

Approval shall not be granted for any purpose that would damage school property or to groups that are known to have damaged District or other rented property.

[See CNB regarding nonschool use of District vehicles and FNAB regarding student group use of school facilities]

Fees for Use

The Superintendent or designee shall establish and publish a schedule of fees for the use of the facilities based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services. There are four types of fees: building use, equipment use, utility, and personnel. All fees must be paid prior to any approved, scheduled usage. Any additional fees incurred during the usage shall be invoiced at the conclusion of the event.

Fee Waiver

Facility fees shall not apply when school buildings are used as polling places for public elections. If the election or meeting is held on a day when the facility is not normally open, reimbursement will be made to the District for the actual expense of using the facility. [See GKD(LEGAL)]

Building use, equipment use, utilities, and personnel fees may be waived at the discretion of the Superintendent for the following groups:

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

1. District-affiliated school-support organizations.
2. Nonprofit community service-oriented organizations.
3. Youth organizations dedicated to educational and recreational purposes with open programs.
4. Precinct and county conventions or public meetings sponsored by state or local governmental agencies.

Personnel fees may be assessed when these costs are incurred because the group's activities require personnel to work beyond the normal hours of operation or when additional personnel must be added.

Definition

For purposes of this policy, "District-affiliated school-support organization" shall mean an organization maintaining current IRS classification as a 501(c)(3) organization and providing direct support for either: 1) the District as a whole; 2) an individual campus; or 3) a specific student program within the District. Organizations may include, but are not limited to, PTAs, booster clubs, alumni organizations and educational foundations. The Superintendent or designee shall have the final authority to determine if an organization is a District-affiliated school-support organization under this definition.

Emergencies or Disasters

The Superintendent may authorize the use of school facilities by civil defense, health, or emergency service authorities in the case of emergencies or disasters.

Required Conduct

Organizations using school facilities shall:

1. Conduct their 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.
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

Release of Liability/ Insurance

Organizations or individuals 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 damages incurred during their use. Organizations using school facilities shall provide evidence of liability insurance, with the following exceptions:

1. School-related organizations that perform an educational function that renders them immune from liability under Texas law.

2. Governmental entities that are immune from liability under Texas law.
3. Organizations in which membership and membership fees are voluntary and activities are confined to the membership and are nonprofit in character.

Commercial Use

District school facilities may be rented, leased, or otherwise used for a limited number of commercial groups as approved by the Superintendent or designee.

Scheduling

Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis; however, sport-related requests shall be considered on a percentage of availability schedule. Academic and extracurricular activities shall always have priority when any use is scheduled. [See FM] The Superintendent or designee and the campus principal shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.