

The school facilities are the responsibility of the District; consequently, all school-sponsored organizations/activities shall be given priority at all times in the use of any District facility. All District facilities shall be under the general control and supervision of the Superintendent of Schools, subject to terms and provisions of this policy and other rules and regulations that may be enacted by the Board and the Superintendent of Schools. [See GKD(REGULATION) and GKD(EXHIBIT)]

The Superintendent of Schools or designee shall be authorized to approve or deny use of District facilities in accordance with the following guidelines:

1. Nonschool and school-support organizations may not rent District facilities if the proposed use would conflict with scheduled school activities. District facilities may be rented when classes are not in session, when the facility is not required for school-sponsored activities, and when the appropriate District staff is available to work and oversee the facility.
2. Organizations that may rent District facilities shall include, but are not limited to, political, civic, community, and religious groups.
3. District facilities may be used as polling places during elections, with prior arrangements made between the District and county officials.
4. District facilities may not be used for programs or activities tending to incite a breach of the peace, that contain obscenity, that advocate the overthrow of the governments of the United States and/or the state of Texas by any other than constitutional means, or that would be destructive to District property.
5. The rental of District facilities shall require prior approval from:
 - a. The campus principal for school-related facilities or the Athletic Department for District-wide athletic facilities; and
 - b. The Superintendent of Schools or designee for all other District facilities and for general compliance with this policy.
6. Use of alcohol, tobacco products, or illegal substances is prohibited in all District facilities.
7. Rental rates charged for the use of District facilities shall be established by the administration. All organizations shall be charged according to the District's schedule of fees, and such

charges shall at least cover all District costs for the use of the facility, unless otherwise specified in the fee schedule. [See GKD(EXHIBIT)]

8. The rental of District facilities on District holidays shall be subject to the availability of authorized District staff.
9. Any organization or individual seeking to rent a District facility that:
 - a. Misrepresents themselves or their activity;
 - b. Fails to comply with District policies and regulations;
 - c. Fails to follow the terms of the rental agreement; or
 - d. Causes damage or abuses a District facility may be subject to any or all of the following:
 - (1) Immediate termination of the rental agreement;
 - (2) Immediate vacating of the premises; and
 - (3) Denial of future use of a District facility.
10. Any organization or individual that rents a District facility prior to occupying the facility:
 - a. Shall be provided a copy of applicable District policies and regulations;
 - b. Shall be required to sign a rental agreement;
 - c. Shall comply with all terms of the rental agreement; and
 - d. Shall pay any applicable rental fee in advance.
11. Renewal of a rental agreement is not automatic.
12. Long-term rental of District facilities shall be subject to guidelines developed by the Superintendent of Schools. Any proposed rental of a District facility for a period exceeding six months shall require Board approval.

Definitions

“District facilities” include school buildings, portable buildings, office buildings, playgrounds, athletic fields, stadiums, field houses, swimming pools, parklands, parking lots, and all other District-owned real property or improvements. “District facilities” do not include materials, supplies, equipment, or motor vehicles.

“School facilities” are defined as buildings, portables, playgrounds, athletic fields, and parking lots associated with a school.

“School-sponsored organizations” include those groups or activities directly supervised by District employees as part of the District’s instructional, athletic, cocurricular, or extracurricular programs.

“School-support organizations” are District-associated parent-teacher associations, booster clubs, parent clubs, youth/athletic organizations, and 501(c)(3) tax-exempt alumni associations and/or scholarship foundations whose requested use of a school facility directly benefit the school, students, staff, and/or parents of the school.

School-support organizations may hold fundraising activities at a school facility when the District, students, or staff are the direct beneficiaries of the funds raised.

School-support organizations shall reimburse the District for any paid staff time incurred by the District as a result of a school-supports organization’s use of a school facility.

“Non-school organizations” include all organizations that do not meet the definition of a “school-sponsored” or “school-support” organization as defined above, including for-profit and not-for-profit groups, regardless of whether their intended purpose is to provide a service or benefit to the District, its students, parents, or employees.

A non-school organization whose activity is free of charge and is made up of 60-percent District student participants/attendees shall be deemed a school-support organization.

The following non-school organizations may have free use of school facilities for regular meetings being held on a school day when classes are not in session: Neighborhood associations, non-profit community organizations, homeowner’s associations, crime watch groups, and governmental agencies. Activities other than regular meetings by these non-school organizations may result in a rental fee.

Non-school organizations whose non-revenue-generating activities are of a direct benefit to the school, students, staff, and/or school parents may receive a 25-percent reduction in the rental fee of a school facility.

Non-school organizations whose revenue-generating activities are of a direct benefit to the school, students, staff, and/or school parents may receive a 15-percent reduction in the rental fee of a school facility.

**Adoption or Last
Amended Date**

This policy was last amended on September 27, 2018.