

General Rules and Regulations

Subject to, and in accordance with GKD(LOCAL) and GKD(EXHIBIT), the following general rules and regulations are established governing the use of District facilities:

1. The chief operating officer will be the Superintendent of Schools' designee for the administration of GKD(LOCAL), GKD(EXHIBIT), and this regulation.
2. District facilities normally available for rent include auditoriums, classrooms, cafeterias, gymnasiums, stadiums, field houses, baseball/softball fields, tracks, and swimming pools.
3. Requests for the use of a District facility must be submitted to the Real Property Management Department through its online rental request system at least 15 District workdays prior to the first requested date of use.
4. All request use dates must be within six months of the rental application submission date. Rental requests dates that are more than six months in advance of the rental application submission date will not be considered.
5. Except as otherwise required by Board policy or state law, permission to rent a District facility will be issued by the Real Property Management Department, is nontransferable, and is contingent upon the approval of the school principal for school facilities, the Athletic Department for District-wide athletic facilities, or the Superintendent of Schools or designee for all other District facilities.
6. The Real Property Management Department is responsible for confirming the availability of a requested facility, calculating and collecting any applicable rental fee, and ensuring the acceptance of the rental agreement by the organization requesting to use a District facility.
7. Rental fee payments must be in the form of credit/debit card payments or bank account draft payments. Under special circumstances and with the prior approval of the District, a cashier's check, money order, or wire transfer may be accepted. Personal checks, business checks, or cash will not be accepted for payment.
8. Organizations will indicate acceptance of the rental agreement, and submit the rental fee payment and any required deposit within 15 District work days of receiving a rental agreement or no later than five District workdays prior to the first date of use, whichever comes first.

9. An organization renting a District facility will guarantee the orderly behavior of any and all persons using the facility and will be liable for any property damage due to their use of the facility and for any personal injury to any participant or spectator. The District, at its sole discretion, may require an organization to make a deposit against damages to the facility, in an amount set forth by the Real Property Management Department, or to obtain liability insurance with the District as an additional insured, in coverage amounts set forth by the Dallas ISD Risk Management Department. The deposit will not be refunded if damages occur.
10. All advertising, except that incidental to programs, and the sale of merchandise, printed matter, and any other materials is prohibited on District property without the prior consent of the District. [For advertising compliance, see GKB (LOCAL).]
11. Rental activities will terminate by 11:00 p.m. in secondary schools and by 10:00 p.m. in elementary schools. Rental requests beyond these hours may be granted at the District's sole discretion.
12. Food may not be sold or consumed in District facilities without the prior consent of the District.
13. The rental fee does not include use of specific District equipment or the services of equipment operators. Arrangement for use of any equipment must be approved in advance by the District. Operators of special equipment will be appointed by the District, and the cost charged to the user.
14. Equipment may not be moved from the facility in which it is located.
15. The need for security will be at the sole discretion of the District, the cost to be charged to the user. Only licensed commissioned peace officers or District-employed security officers are allowed to provide security on District property.
16. The District will not be held liable for any accident, injury, or illness resulting from the rental and use of its facilities.
17. All concession rights will remain the property of the District and the concessionaire under contract with the District.
18. Activities must be confined to the facility or portion thereof being rented.
19. District facilities may not be used in a manner inconsistent with their intended purpose.

20. District facilities may not be used beyond their established capacity.
 21. District activities will take precedence over any approved rental request. In the event that a District activity conflicts with an approved rental request, the District activity will prevail.
- Gymnasiums**
22. Only rubber-soled or soft-soled shoes may be worn on the gymnasium floor.
 23. The District, at its sole discretion, may require the use of a protective gymnasium floor covering, the cost to be charged to the user.
- Cafeterias**
24. The rental of a cafeteria does not include the use of the kitchen. Use of the kitchen or kitchen equipment is subject to the approval of the Food and Child Nutrition Services Department. The fee for the use of the kitchen will be determined on a case-by-case basis.
 25. The cafeteria supervisor or designee will be in charge when kitchen facilities and equipment are in use, and must be in the kitchen at all times. The cost for the cafeteria supervisor will be charged to the requester.
 26. Frying food in the kitchen is prohibited.
- Swimming Pools**
27. Organizations must furnish adequate supervision at all times, including the hiring of certified lifeguards. Under no circumstances will a swimming pool be used without a certified lifeguard present.
- Parking on School Grounds**
28. Vehicular parking is restricted to approved parking lots. Parking on school grounds, or any unpaved surface/area, is prohibited without the prior consent of the District.
 29. The use of District parking lots is prohibited without the prior consent of the District. A rental charge for the use of District parking lots will be determined on a case-by-case basis.
 30. Parking violators are subject to having vehicles towed at the owner's expense.
 31. District property may not be used for the recreational driving of motorized vehicles.
- District Personnel**
32. Assigned District personnel will be in charge of the rented facility and will remain on duty for the entire period of use.
 33. Assigned District personnel will be paid only by the District. Organizations using a District facility will not pay honorarium or tip District employees.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

34. District personnel working a rental request must indicate time worked beyond regular working hours on the biometric time clock system by using the supplemental pay code assigned to them by the Real Property Management Department.
35. Only authorized District personnel will have key access to a District facility.
- Rental Rates**
36. Rental fees for the use of District facilities are based on an hourly rate as defined in GKD(EXHIBIT). Charges for one custodian and utilities are included in the base hourly rate.
37. The base hourly rental rate does not include charges for additional custodians, security personnel, the use of special equipment, or equipment operators. The cost for additional personnel and/or use of District equipment will be charged to the user.
38. The District, at its sole discretion, may require additional personnel to staff a specific activity, the cost to be charged to the user.
39. Organizations will be charged the entire time period a District facility is in use, including set-up time before an activity and clean-up time after an activity concludes.
40. Rental requests for University Interscholastic League sanctioned games will be administered by the Department of Athletics. The rental fee for said games will be based on current market conditions as determined by the Department of Athletics.
- Free Use of School Facilities**
41. School-support and nonschool organizations may have free or reduced fee use of school facilities as outlined in GKD(LOCAL). Free or reduced fee use does not apply to District-wide athletic facilities.
42. The free use of a school facility is subject to availability and compliance with the provisions of GKD(LOCAL), GKD(EXHIBIT), and this regulation.
- Adoption or Last Amended Date**
- This regulation was last amended on October 29, 2018.