

**Approving Use of
Facilities**

The principal will determine if the activities requested fall within Board guidelines for the use of the school facilities and that no conflict exists between school-related activities and the time requested. Whenever the principal is in doubt about whether an activity is in compliance with these guidelines, the principal will refer the activity to the associate superintendent for business services for approval.

The associate superintendent for business services or designee may require a cash deposit or an appropriate financial security arrangement or guarantee before the approval of any rental agreement. Multi-use contracts will require first and last month's fee in advance and will be billed for usage on a monthly basis.

When use of the schools by nonschool groups involves school-age children or the elementary and middle schools are to be used, the use will be coordinated by the corresponding associate superintendent.

Unfenced grounds will be open for appropriate use by the community. Reservations are not required and use is at their own risk.

The use of the athletic facilities will be administered by the athletic director with approval of the associate superintendent for business services.

The following regulations govern the use of the athletic facilities unless exceptions are granted by the associate superintendent for business services.

1. Use will be restricted to amateurs.
2. Use will be restricted to schools, colleges, and civic patriotic groups in the order named.
3. Request for use of the facilities will be made to the athletic director in writing.
4. Schools other than District schools may be granted use of facilities only upon payment of proper fee, provided dates for use are available.
5. Exceptions to the rental fee schedule must be approved by the associate superintendent for business services.
6. These facilities will be available without the rental fee to member schools of the UIL for play-off games provided the dates requested do not interfere with scheduled events of the District. Actual expenses incurred will be charged to those schools who use the facilities.

Scheduling Use

The District building use schedule coordinator will work with building principals or the athletic director in scheduling use of school facilities. The coordinator will contact the associate superintendent for business services when problems or concerns arise in scheduling, security plans, or rental agreements.

Copies of approved use agreements will be forwarded to the principal concerned, the associate superintendent for business services, and other interested parties.

District facilities will not be open to any person or organization for Saturday or Sunday recreation, dining, or commercial activity unless approved by the associate superintendent for business services.

Costs, Rental Agreement, Insurance

Scout groups, YMCA, YWCA, governmental bodies, and civic organizations are exempt from the rental charges for their scheduled business meetings but may be expected to pay the cost of the school employee assigned to be on duty. Fees for special activities may be assessed at \$25, plus the appropriate set-up fee, if the activity ends by 9:30 p.m. and is conducted on a school night.

Recitals conducted for profit by local dance studios whose membership is comprised of at least 60 percent of District residents will be permitted the use of District facilities once a year at regular fees, provided no admission is charged.

Groups or organizations will pay the cost of utilities provided, and other expenses incidental to the use of the building and site. The charge will be based in every case upon the cost schedule prepared by the associate superintendent for business services.

Groups or organizations will be responsible for paying for any additional services as deemed necessary by the associate superintendent for business services, such as: parking, security, supervisory, or custodial.

All payments for loss or damages are to be made payable to the District and forwarded to the associate superintendent for business services.

A certificate of insurance will be issued to the District prior to the use of facility in an amount to be determined by the associate superintendent for business services from time to time but not at any time less than \$100,000/\$300,000. The District will be the co-insured party in such contract.

All policies will contain an endorsement stating that the insurance company will not terminate the policy or change any coverage

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

therein prior to the policy expiration date without notifying the District, by registered mail, at least 15 days prior to such termination.

Fee Schedule

In accordance with Board policy, the following fees will be charged to nonschool groups. The fee schedule is designed to cover the services of one custodian, utilities and other expenses incidental to the use of the building or facility.

See Footnotes for
Numbers in
Parentheses:

<u>School</u>	<u>Hourly Rate</u>
Elementary School	
Cafetorium (no kitchen)	\$75
Foyer	\$40
(1) Gymnasium	\$80
Classrooms/each	\$50
(5) Kitchen	\$75
Set-up fee	\$50
Middle School	
Cafetorium	\$80
Foyer	\$40
(1) Gymnasium	\$100
(2) Laboratory	\$50
(5) Kitchen	\$75
Classrooms/each	\$50
Set-up fee	\$75
High School	
Cafetorium (no kitchen)	\$90
(1) Gymnasium	\$150
Little Theatre	\$100
(7) Little Theatre (with lights)	\$150
(5) Kitchen	\$75
(2) Laboratory	\$50
Classrooms/each	\$50
Set-up fee	\$100
Other Facilities	
Football field - stadium	\$500 per four-hour event, plus clean-up and personnel fees
Football field (lighted) - stadium	\$550 per four-hour event, plus clean-up and personnel fees
Baseball field/Softball field	\$300 per event
Baseball field (lighted)/Softball field	\$350 per event

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

(6) Track and field - stadium	\$500 per four-hour event, plus clean-up and personnel fees
(6) Track and field (lighted) - stadium	\$550 per four-hour event, plus clean-up and personnel fees
Parking lot—stadium	\$50
School grounds	\$50
Natatorium (2 hour minimum)	\$100

Footnotes:

1. No major pieces of athletic equipment (trampolines, mini-tramps, parallel bars, climbing ropes, etc.) are to be used unless under the direct supervision of a District physical education instructor or coach.
7. Anytime a lab is used, a qualified District teacher must be present to supervise.
8. YMCA, YWCA basketball program will be charged 50 percent of the hourly rate.
9. Natatorium charges will equal actual expenses as presently computed on a per hour rate.
10. Anytime kitchen facilities are used, a member of the nutrition services staff must be on duty in addition to the required custodial supervision. Cost of this employee is \$15 per hour.
11. If track and field equipment is used (i.e., blocks, hurdles, pits, stanchions, etc.), there will be an additional \$100 per meet charge.
12. If lighting in the Little Theatre is required, a District representative will be assigned to operate the light-board. The fee is \$15 per hour.

Events open to the public, or events at which a large number of participants are expected may require the use of security personnel. The security department will engage these personnel; however, the user will be charged for this.

Normal charges for building/facility use will begin 30 minutes prior to starting and ending when the building is cleaned and secured after the scheduled event. Should additional clean-up time or an earlier opening be required, the user will be billed.

**District
Responsibilities**

The principals will have the authority to administer policies and regulations concerning use of facilities and are responsible for all activities within their respective schools.

When facilities in a school are rented, the principal will make arrangements well in advance for an employee of the District to be on duty. The principal will also arrange well in advance for air conditioning or heating during the scheduled meeting time.

The employee, who is assigned by the principal, will be in charge of the building and will remain on duty for the entire period of the activity. This employee may be an administrator, teacher, or custodian, or any person the principal deems capable of fulfilling required responsibilities. He or she will be responsible for securing the facility at the end of the event. He or she will be paid by the District.

The school employee who is on duty will report to the principal any incident not conforming to regulations. The principal will determine if violation warrants reporting to the associate superintendent for business services. In case of damage to the facility at the time of use, the principal will advise the associate superintendent for business services in writing, giving full details.

**User
Responsibilities**

Representatives of groups using school facilities will communicate with the school principal to ensure that they know what is expected of them during the course of the utilization of the facility.

The use agreement will outline the responsibilities of the groups.

A representative of the using organization will contact the principal the day before the scheduled event for final arrangements concerning the use of facilities.

During the period of use, responsibility for enforcement of all regulations will be the responsibility of the organization using the facility. If security guards are required at the event, the organization will cooperate with security in enforcing all regulations.