

**General Statement** School facilities belong to the school community. Therefore, school facilities shall be available to community groups and organizations whose purposes and objectives contribute to development of the school program and community.

**Purpose** Administrative procedures governing community use of school facilities will assure that regular school programs are not disrupted; that activities contribute to the betterment of the school program or community; that the school budget is not negatively affected; and that there is proper accounting for fees collected.

These regulations apply to use of school and athletic facilities.

**Facility Use Fees** The following provisions will govern use fees:

1. Facility use fees will be charged according to the *Schedule of Facility Use Fees* in GKD(EXHIBIT)-A. Separate fees are charged to cover (a) the general costs associated with facility use and (b) the direct costs of custodian, building supervision, and other services
2. Facility use fees may be reduced or waived if the requested activity is deemed to be of particular benefit to the school or school community. The Operations Department is authorized and encouraged to revise custodian work schedules to reduce or eliminate facility use charges for activities of parent groups or school-related or community organizations. Nonprofit organizations requesting the 50 percent fee reduction may be required to show proof of their federal 501(c)(3) status.

**Student  
Performance  
Center**

The Student Performance Center is not available for rent or lease. However, the SPC auditorium will be available to other governmental agencies who directly collaborate with the District. Additionally, the Student Performance Center may be used by organizations such as Boys and Girls Clubs for civic purposes, private schools for educational activities, or for other activities which benefit SFDR-CISD students.

Non-school use shall be permitted only for organizations located within the District, which serve students and/or the community, and which provide a direct benefit to the community as a whole. In determining use of the SPC, administration will consider the following:

- Cost incurred to the school district;
- Availability of the facility;
- Whether use of the facility would directly benefit current or future students in the school district; and/or

- Whether benefits to the school district outweigh cost incurred by the school district.

These organizations shall complete a written agreement indicating receipt and understanding of this administrative regulation and the acknowledgment that the District is not liable for any personal injury or damages to personal property related to the non-school use.

**Application  
Procedures**

The following provisions will govern application procedures:

3. Groups must submit applications for facility use to the Chief Operations Officer at the Student Performance Center and Administration Building.
4. All applications must be approved by the Chief Operations Officer. Applications involving the request of any athletic facility must also be approved by the athletic director and campus administrator.
5. Applications which involve a long-term license agreement are to be approved by the Board of Trustees.
6. The District reserves the right to request full payment of fees or a fee deposit in advance.
7. The applicant will be provided written notice of approval or disapproval of the request for use of school facilities. The applicant must not make firm plans, advertise activities, or sell tickets to an event prior to receiving written approval for the use of school facilities.

**Administrative  
Responsibilities**

The following provisions will govern administrative responsibilities:

1. Upon receiving a facility use request, the Chief Operations Officer is responsible for the following:
  - a. Assuring the requested activity does not interfere with regular school activities;
  - b. Assuring the activity contributes to the betterment of the school or community and does not violate District policy;
  - c. Formally notifying the applicant that his or her facility use request has been approved;
  - d. Invoicing the applicant for use fees;
  - e. Arranging for opening and closing, maintenance, and safety and security of the facility;
  - f. Arranging for air-conditioning or heating;

- g. Submitting the time sheets and supplemental pay forms for the campus custodian and other applicable personnel costs to payroll for processing.

**Cancellation of Use**

Facility use approvals may be cancelled at any time there is evidence that Board policies are being violated. In case of cancellation, the Board assumes no liability other than return of fees charged for unused facilities.

**General Provisions**

The following general provisions will apply:

1. District school activities or organizations of the school have first priority when requesting use of any part of the building or facilities. Each application will be discussed with the principal of the school for approval as to date and time of the proposed activity.
2. Only District personnel are authorized to possess keys to District facilities. A District employee must be on site for the duration of activities at school facilities.
3. During the period of use, enforcement of all regulations will be the responsibility of the organization using the facility. Violation of regulations for the use of school facilities or inaccurate or untruthful statements in the application may cause cancellation of the application and/or may render the organization ineligible for future use of school facilities.
4. Alcoholic beverages and the use of tobacco products are not permitted on school property at any time.
5. Decorations must be fireproof and must be erected and removed in a manner not destructive to school property. The use of open flames, such as candles, is prohibited. Helium balloons are also prohibited as they are known to set off alarm systems. The use of decorations must be approved by the Chief Operations Officer or designee.
6. All loss or damage to school property, including that of students and employees, shall be the responsibility of the organization during the time the building is in use under the organization's permit.
7. Damage to or misuse of the facilities and equipment of the District will be paid for in full by the organization that submitted the application for use of the facility.
8. The District, the Board, and employees shall not be responsible for injury, damage to, or loss of property upon school

premises sustained by members, guests, or others attending the activity sponsored by the applicant. In the event of any accident or damage to or loss of property that may occur during use, a representative of the organization using the facilities shall secure the names of witnesses, shall furnish to the principal a written report of such accident, damage, or loss, and shall assume all liability that may arise from such accident, damage, or loss.

9. Equipment may not be removed or displaced except with permission of the Chief Operations Officer. Use of equipment must be under the supervision of the person designated by the campus administrator. Furniture that is moved must be returned to its original position at the end of the facility use event.
10. Buildings will be opened at least one-half hour before the scheduled program time and closed one-half hour after the scheduled end of the program.
11. A District staff member must be on duty when any school facility is used. The staff member assigned will be in charge of the building and will remain on duty for the entire period of the activity. A custodian or custodians will be assigned for all activities that require custodial services for arranging or rearranging furniture and equipment before or after the meeting and for cleaning up.
12. All assigned employees will be paid through the District Finance Department. Schools may not issue payment directly to school employees. The organization using the building will pay no honorarium and will not tip the custodian or any other employee.
13. All specialized equipment, such as sound boards, lighting boards, and bleachers, will be operated only by District employees or persons authorized by the principal.
14. Corridors, exits, and stairways must be free of obstructions at all times. Members of the audience and spectators must not stand or sit so that exits, aisles, or stairways are blocked.
15. Gym shoes must be worn by all persons using gymnasium floors for play or game activity. Persons dancing on gymnasium floors must not wear shoes that will be injurious to the floor's surface.
16. The costs of specialized personnel, such as police, or parking lot attendants, must be paid for by the sponsoring organization.

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(REGULATION)

**Use of Central  
Athletic Facilities**

The following provisions will govern use of central athletic facilities and fields:

17. The central athletic fields are to be used only for the purpose for which they were designed and are maintained. Requests for exceptions are to be handled individually upon merit.
18. Commercially sponsored radio broadcasts of athletic events are permitted through arrangements with the Director of Technology Integration and Communication Services.

**Use of School  
Grounds**

The following regulations apply to scheduling school grounds for use by outside groups:

1. School grounds may be used by the public on a first-come-first-served basis or reserved, if the use will not conflict with school-sponsored functions.
2. First preference will be given to local school needs, after which preference will be given to youth groups such as Little League, Pee Wee League, and similar organized groups of school-age children.
3. The activity's league coordinator will be expected to contact the Chief Operations Officer to ascertain the days the grounds will be available and requested field reservation times.
4. Reserved field use is limited to after-school hours.
5. The school ground practice areas may not be assigned more than four afternoons a week. One afternoon (or more if required) must be reserved for watering, mowing, or other necessary maintenance of grounds.

**Parent Groups and  
School Sponsored  
Organizations**

Principals will provide a free meeting place for regular meetings of the school's official organizations such as PTO, booster clubs, and advisory committees.

**City of Del Rio and  
Other Governmental  
Entities**

The Chief Operations Officer will coordinate with the City of Del Rio and other governmental entities in arranging after-hours access to school facilities for city-sponsored programs and services.