

Elgin Independent School District Facilities Use Policy and General Guidelines

The Elgin Independent School District Board of Trustees permits 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. The Superintendent shall make the final decision in regard to the use of all facilities. Approval shall not be granted for any purpose that would damage school property or to groups that are known to have damaged other rented property. Additional information regarding non-school use of school facilities can be found in EISD Board Policy GKD Legal and GKD Local.

Process: To submit a request to use an Elgin ISD facility, the process is as follows:

1. Groups or individuals wanting to rent an EISD facility must obtain a *Facilities Use Information Packet* from any EISD campus, the Administration Building, the Support Services Office, or the District website.
2. Complete the designated sections of the *Request for Use of Facilities Form* and submit it to the campus where the event is to be held. Allow a minimum of fifteen (15) working days for processing or the request may be denied.
 - Nonprofit groups must provide documentation of nonprofit status before the approval process will begin. Documentation must be attached to the *Request for Use of Facilities Form*.
 - Nonprofit groups using any EISD facility for the purpose of raising money will be assessed the published fees.
3. If approved by the building principal, the event will be placed on the Campus Events Calendar and the request form will be forwarded to the Superintendent for approval.
4. If approved by the Superintendent, the request form will be forwarded to the Support Services Department and the event will be scheduled on the EISD Facilities Use Calendar.
5. Once the request form is received in the Support Services Department and Community Education Office:
 - The appropriate fees will be assessed and the group's contact person will be notified for event details and payment arrangements.
 - Payment of facilities use fees and refundable deposit are due to the Business Office upon receipt of invoice/agreement.
 - Exceptions are allowed only if approved by the Superintendent.

Priorities: Priorities for scheduling the use of school facilities shall be as follows:

1. The regularly scheduled educational program, including instructional activities; meetings, practices, and performances of school-sponsored groups; and staff meetings related to official school business.
2. Meetings and other activities of school support groups organized for the sole purpose of supporting the schools or school-sponsored activities (See Board Policy GE).
3. Meetings and other activities of groups made up primarily of school-aged children.
4. Meetings of employee organizations (See Board Policy DGA).
5. Meetings and activities of other groups on a first-come, first-served basis.

Fees:

Except for nonprofit groups involving District students, users shall be charged a fee for operation, supervision, and clean-up costs at designated facilities based on the published schedule of fees. In addition to the published schedule of fees, the following information applies:

1. Custodial: Unless there are set up/reset requests, there will be no custodial fees during regular operational hours. A two-hour (minimum) personnel fee will be assessed to open and close facilities outside of regular operating hours. These hours are from the end of school until 9:00 PM on days when students are present. Organizations requesting the use of facilities beyond these hours will be required to hire custodial services to be provided by the District. Custodial services fees will be \$12 per hour, per person. Elgin ISD reserves the right to determine the number of custodians needed based on group size and event. Custodial services may be waived by EISD in which case the renting organization will be responsible for all necessary clean up and set up of the facility. Failure to properly cleanup or setup a facility will result in mandatory custodial services for any future use of district facilities by that organization.
2. Facilitator: Required for all middle and high school gym rentals and competition field rentals used for play-offs or tournaments. Facilitator fees will be added to the rental rate. EISD may assign a facilitator for any non-school sponsored event if it is deemed necessary. The facilitator will be in attendance for the length of the event. Facilitator charges will be \$12 per hour. An additional fee will be charged for game workers or District personnel as well.
3. Fees for damages will be assessed and may result in loss of further use of District facilities.
4. Facility use payment and \$50 refundable deposit fee are due when the *Request for Use of Facilities Form* is processed by the Support Services Department or Community Education Office. Exceptions are allowed only if approved by the Superintendent. For extended rental agreements, monthly payments may be in advance.
5. Applicable fees may be assessed for the use of multiple areas.
6. When a kitchen facility is used, a Food Service employee must be present at a fee of \$12 per hour, per person. All kitchen equipment must be handled only by a Food Service employee.
7. A \$75 fee will be assessed in a fire alarm is pulled without due cause.
8. Nonpayment of any fees will result in immediate suspension of building use privileges and in loss of future facility use.

Long-Term Use:

The rental of school facilities for long-term schedules shall be limited to a maximum of 12 months from the date of the Superintendent's approval. All outside signs/banners must be removed immediately after the conclusion of the scheduled meeting. No new school building or facility will be rented for long-term use the first school year in which it opens.

General Rules and Procedures:

1. Any changes to the *Request for Use of Facilities Form* must be submitted to the Support Services Department no later than five (5) working days in advance of the event. Fees will not be decreased after the fact if the facility is not used for the entire contracted time.
2. Event cancellations must be submitted to the Support Services Department at least 48 hours prior to the event.

3. School facilities will not be rented on the evening immediately preceding or during designated TAKS testing dates. Building usage may also be limited during Thanksgiving Break, Christmas Break, Spring Break, and the month of August.
4. Starting and ending times must include preparation and clean up.
5. No meeting or event shall be held in any EISD building unless a District employee is present to open and close the facility. The Superintendent's designee shall arrange for a custodian or other employee to be present for such meetings or events.
6. All users of EISD facilities shall ensure that:
 - Permission to use the facility shall not be transferred to a third party.
 - Facilities are left in the same order and cleanliness as found. Failure to do so will result in forfeiture of the deposit. If the facility is not clean upon arrival, notify a custodian immediately.
 - All signage and decorations are taken down immediately following the event. Decorations may not deface District property.
 - Distribution of nonschool literature shall be submitted for prior review to the Superintendent or designee in accordance with District Policy GKD Local.
 - Fixtures, equipment, or furniture are not removed from any building.
 - The use of tobacco products are not permitted in District facilities and/or grounds.
 - The possession or use of alcoholic beverages or controlled substances in any form are not permitted or to be served in District facilities and/or grounds.
 - The possession or use of weapons, fireworks or explosives, are not permitted in District facilities and/or grounds.
7. Release of liability will be signed prior to the event.
8. All children must be supervised at all times and remain in assigned areas.
9. District equipment, such as public address systems, microphones, speakers, audio/video equipment, risers and projectors are not available for use unless prior approval has been obtained from EISD.
10. Electrical appliances are not permitted in school buildings.
11. The group shall, at the discretion of the Superintendent, be required to provide law enforcement officers to help ensure the safety of attending persons as well as to help prevent the destruction of District property.
12. Elgin ISD assumes no responsibility for any items left by event sponsors and/or organizers.
13. Elgin ISD reserves the right to refuse and/or terminate a rental agreement. Reasons include, but are not limited to: space availability, over usage of a facility, failure to pay in a timely fashion, failure to comply with all rules and regulations, recurring losses and/or damages, inappropriate behavior of the renter or their audience, any activity in conflict with school activities, or commercial entertainers unless sponsored by an approved organization.

Elgin Independent School District

Facilities Use Release of Liability Agreement

The undersigned, on behalf of himself, his organization, his heirs and his assigns, and in consideration of his use of Elgin Independent School District facilities, does hereby agree to indemnify and hold the Elgin Independent School District, its Board of Trustees, officials, agents, employees and volunteers harmless against any and all claims, demands, damages, costs, and expenses, including reasonable attorney's fees for the defense of such claims and demands, arising from the conduct, management, or operation of Elgin Independent School District property by the undersigned, or from any breach on the part of the undersigned of any conditions of this Agreement, or from any act or negligence of the undersigned, its agents or employees, guests or other persons allowed in or about the premises by the undersigned or organization. *(All references to the masculine gender as stated in this Agreement shall also be deemed to apply to the female gender.)*

Printed Name of Organization Representative

Signature of Organization Representative

Date

Daytime Telephone

1002 N. Avenue C • P.O. Box 351, Elgin, Texas 78621

Phone (512) 281-3434 • Fax (512) 281-5388

www.elginisd.net

**Elgin Independent School District
Facility Usage Fees**

	Deposit	\$50
	Personnel	\$12 per hour per person
	Classroom	\$10 per hour
Cafeterias	Elementary School Cafeteria <ul style="list-style-type: none"> ▪ BTW Elementary ▪ Elgin Elementary-North ▪ Elgin Elementary-South ▪ Neidig Elementary 	\$20 per hour
	Elgin Middle School Cafeteria	\$35 per hour
	Elgin High School Cafetorium	\$50 per hour
Athletic Facilities	Elementary School Gymnasiums <ul style="list-style-type: none"> ▪ BTW Elementary ▪ Elgin Elementary-North ▪ Elgin Elementary-South ▪ Neidig Elementary 	\$20 per hour
	Elgin Middle School Gym	\$30 per hour (Tournament or playoff use=\$500 per use)
	Elgin High School Main Competition Gym	\$50 per hour (Tournament or playoff use=\$500 per use)
	Elgin High School New Gym	\$30 per hour (Tournament or playoff use=\$500 per use)
	Elgin High School Middle Gym	\$30 per hour
	All EISD Practice Fields	\$200 per season
	Baseball or Softball Field	\$50 Daytime Use \$150 Nighttime Use
	Wildcat Stadium	\$500 for Activities/Events Other Than UIL Playoff Games \$2,500 for Football Playoff Games
Admin	Auditorium	\$50 per hour + Personnel
	Training Room	\$30 per hour + Personnel
	Conference Room	\$10 per hour

Facility Usage Fee Estimate

Complete the information below and include on the *Request for Use of Facilities Form*.

Base Operations Fee	Type of Personnel	Number of Personnel	Personnel Costs	Total Usage Fee
Facility Hourly Rate = \$ _____ X Hours Used = _____ Total Fee = \$ _____ X Number of Days = _____	<input type="checkbox"/> Custodial <input type="checkbox"/> Food Service <input type="checkbox"/> Athletic	_____ _____ _____	Number of Personnel ____ X \$12 Per Hour = \$ _____ X # of Hours = \$ _____	Operations Fee= \$ _____ Personnel Cost=\$ _____ Total=\$ _____
Organizational Athletic Group Fee:	Number of Participants _____		x \$5.00 = \$ _____	