

Elgin ISD Facility Use Terms and Conditions

Elgin ISD may permit use of designated facilities for educational, recreational, civic, or social activities, when these activities don't conflict with school use or with approved policy and procedures. The Superintendent shall make the final decision regarding the use and fees of all facilities. Additional information can be found in EISD Board Policy GKD Legal and GKD Local.

EISD 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 property losses and/or damages, inappropriate behavior of the renter or their audience, or any activity in conflict with school activities.

Proof of liability insurance is required. Non-profit organizations must provide documentation of nonprofit status. Nonprofit groups using any EISD facility for the purpose of raising money will be assessed the published fees.

Once the facility use request is approved, the event will be scheduled and appropriate fees assessed. Payment in full is required at least 5 business days prior to the event. For long term agreements, payment must be made by the 1st of each month. Payment deviations must be approved in advance by the District's designee. Past due accounts will forfeit their use of facilities. Exceptions are allowed only if approved by the Superintendent.

Scheduling priorities are 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.

General Rules and Procedures:

1. Any changes to the original request must be submitted to the Business Office no later than 5 working days in advance of the event. Fees will not be decreased after the event.
2. Event cancellations must be submitted to the Business Office at least 48 hours prior to the event.
3. School facilities will not be rented on the evening immediately preceding or during designated State testing dates. Building usage may also be limited during Thanksgiving Break, Christmas Break, Spring Break, and the month of August.
4. Starting/ending times must include preparation and clean up.
5. No meeting/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. If the facility is not clean upon arrival, notify a custodian immediately.

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- 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.

Fees:

Users shall be charged a fee for operation, supervision, and clean-up costs at designated facilities. In addition to the published schedule of fees, the following information applies:

1. Usage fees are waived for school-sponsored clubs and activities, and the following school-related groups: PTA, booster clubs, educational foundations, and Project Celebration; as well as Boy Scouts, Girl Scouts, service clubs, 4-H clubs, governmental organizations and municipal departments. Personnel fees may apply.
2. Non-profit organizations receive a 50% discount on usage fees, per event. Personnel fees will apply.
3. Custodial: Unless there are set up/reset requests, there will be no custodial fees during regular operational hours. A 2-hour (minimum) personnel fee will be assessed to open/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. Summer hours will vary. Organizations requesting the use of facilities beyond these hours will be required to hire custodial services to be provided by the District. 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.
4. Technology: A 2-hour (minimum) personnel fee will be assessed to set up/take down equipment.
5. 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. An additional fee will be charged for game workers or District personnel as well.
6. Fees for damages will be assessed and may result in loss of further use of District facilities.

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7. Payment in full is required at least five business days prior to the event. Exceptions are allowed only if approved by the Superintendent. For long term agreements, payment must be made by the 1st of each month. Payment deviations must be approved in advance by the District's designee.
8. Individuals or groups whose accounts are past due will forfeit their use of facilities.
9. Applicable fees may be assessed for the use of multiple areas.
10. When a kitchen facility is used, a Food Service personnel fee will be assessed. All kitchen equipment must be handled only by a Food Service employee.
11. A \$75 fee will be assessed if a fire alarm is pulled without due cause.
12. 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 not exceed 12 months from the date of approval. Signs/banners must be removed immediately after the conclusion of the scheduled meeting. No new school building/facility will be rented for long-term use the first school year in which it opens.