

## **Facilities Use and Rental**

### **Overview**

The Elgin ISD Board of Trustees may permit use of designated school facilities for educational, recreational, civic, or social activities, when these activities do not conflict with school use or with approved policy and procedures. Additional information regarding non-school use of school facilities can be found in EISD Board Policy GKD (Legal and Local).

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

### **Facilities Use Process**

Scheduling of facilities by EISD employees for school-related or school-sponsored events is done through the District's intranet site. This site is protected by a firewall and can only be accessed by EISD employees using their employee login and password.

Specifically, internal requests include:

- Regularly scheduled educational programs and instructional activities;
- Meetings, practices, and performances of school-sponsored groups;
- Staff meetings related to official school business; or
- Meetings and other activities of school support groups organized for the sole purpose of supporting the schools or school-sponsored activities, such as parent-teacher organizations and booster clubs.

Individuals or organizations wanting to use school facilities for purposes other than those listed above must complete the online facility use request process as outlined on the Business Office webpage. A minimum of 15 working days should be allowed for processing.