

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

APPLICATION
PROCEDURES

Requests for use of District facilities require approval of the General Superintendent or designee. Requests must be in writing and should be submitted six weeks prior to the date for which the request is being made.

BUILDING USE
REQUEST

Organizations requesting to use District buildings should complete the Facilities Usage Form available from Athletics or Facilities and return it to the custodial services and support department by mail, fax or in person.

ATHLETIC
FACILITIES USE
REQUEST

Organizations requesting to use District athletic facilities should complete the Athletics Facility Usage Form and return it to the District's athletic department by mail, fax, or in person. Once the application is reviewed and approved, the application will be returned to the user with a signature of approval.

Fees are due prior to the use of the facility. No event will be officially approved earlier than six months prior to the event.

There is a \$25 fee for the processing of each application. Athletic facility usages where ticket receipts are collected will require additional administrative fees.

FINE ARTS

The District has an interest in developing students' fine arts skills. Based on input from the Director of Fine Arts, there are services such as private music lessons that can help a student's fine arts development. All private fine arts lessons that occur on a District campus as of January 1, 2020; that take place during normal school hours; and that were approved by central administration based on facility availability, will be subject to the facility rental fee previously agreed upon with the District for the purpose of building students' fine arts skills and abilities. Private music lessons meeting these criteria will not be subject to the District's standard facility rental fee schedule.

DENIALS

Any organization whose request is denied will be notified by Facilities or Athletics.

SCHEDULE OF FEES

Except for use of facilities scheduled as a part of the instructional program, charges will be made according to a schedule of fees available from the Facilities or Athletics department. The fee schedule for athletic facilities available for rent is posted on the Athletics' website. The fee schedule for all other facilities is posted on the Facilities' website. The fee schedule for all other facilities is posted on the Facilities' website. The fee schedule will allow for variations according to the need for school personnel, the particular facilities, and equipment to be used, the type of event, and the priority category of the requesting organization.

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All persons using District facilities will be expected to leave them in the same order and cleanliness as found. Rental fees must be paid in advance. Rental fees will not be refunded unless the event is canceled by the District. Fees for multiple usages can be adjusted by the Superintendent or designee.

PRIORITIES FOR
SCHEDULING

District activities will have priority scheduling at all District facilities. Non-school use of District facilities can be allowed if the activity does not interfere with scheduled District activities. The administrator in charge of a particular facility will have authority to cancel a scheduled non-school use if an emergency arises. An emergency could include such things as:

- A campus or District crisis.
- A maintenance failure that would render the facility unusable.
- Severe weather that would prohibit the opening of the facility.

Priorities for scheduling the use of school facilities will be dictated by GKD(LOCAL).

REQUIRED CONDUCT

Organizations using school facilities shall:

1. Conduct their business in an orderly manner.
2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms and the use of tobacco products on school property.
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

DISCLAIMER

Any after-school program that is not affiliated, endorsed or promoted by the District must state as a disclaimer on any advertisements used to promote the after-school activity.

INSURANCE
REQUIREMENTS

Organizations or individuals using school facilities will release the District from liability for personal injury and/or damages to personal property. The District may require the applicant and/or organization to furnish a certificate of insurance to guarantee the conditions of the facility use agreement or any liability incurred by it.

Any organization using District facilities will designate one adult member of its group as being in charge of and responsible for the program, activity, or meeting. This person will be responsible to the principal of the school at which the event is scheduled.

A copy of the user's "Bodily Injury Liability and Property Damage Insurance Policy" must be submitted to the District before approval is granted for the requested facility or grounds use. The user's

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right to use the facility or grounds is expressly subject to District's approval of the user's insurance policy including the carrier and the amount of coverage.

At a minimum, the user must carry bodily injury liability insurance in the amount of \$300,000 per accident, and property damage insurance in the amount of \$100,000 per occurrence. Additional limits may be required depending on the event. Coverage must be with at least an A+ rated insurance carrier.

The insurance policy will name the District as an additional insured; will provide that any losses will be payable notwithstanding any act or negligence of the District or any other person; will provide that the insurer will have no right of subrogation against the District; and will be reasonably satisfactory to the District in all other respects.

DONATIONS AS FEE
WRITEDOWNS

With approval from the District athletic department, organizations in categories A and B may donate goods and services in lieu of fees for facility usage. All donations must meet District guidelines and procedures and must be approved by the District's athletic department prior to the scheduled activity. The actual value of the donations must meet or exceed the fees that are due to the District.

UNIVERSITY
INTERSCHOLASTIC
LEAGUE PLAYOFFS

District athletic facilities may be used for UIL or Parochial playoff contests between non-District schools. The District's athletic department will approve and schedule these activities. The District's athletic department will set personnel and facility usage rates for the contests and account for all ticket revenue and disbursements. The Athletic Facility Usage Form will be replaced by the standard UIL playoff contract form. Insurance requirements will be waived for public schools.

DISTRICT
SUPERVISORS

The District may require the presence of District employees, such as teachers, coaches, custodians, athletic service workers, or administrators to be present for supervision of certain events in District facilities. The need for these supervisors will be assessed on the basis of certain criteria such as the type of facility, number of attendees, type of activity, presence of other District employees on site, potential for monetary or property loss, use history of the organization, and requests by school principals. They will be scheduled at the expense of the using organization.

SECURITY

The District may require the presence of law enforcement officials for certain events in District athletic facilities. The need for these officers will be assessed on the basis of certain criteria such as the type of facility, number of attendees, type of activity, presence of other District employees on site, potential for monetary or property loss, and requests by school principals. These officers will be

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	<p>scheduled by the District Police Department. This requirement shall not be fulfilled by volunteer officers from outside the District Police Department. The costs for these officers will be paid by the using organization.</p>
<p>SALE OF ITEMS DURING ATHLETIC EVENTS</p>	<p>With approval by the District, small spirit items may be sold by the using organization in specified areas during events. Commercial vendors wishing to sell items at events must gain approval from the District. Commercial vendors, if granted approval, will be charged a fee based on attendance at the event or amount of sales.</p>
<p>CONCESSION SALES AT ATHLETIC EVENTS</p>	<p>The District retains the right to all concession sales at events. Organizations that apply to sell concessions at events must be approved by the District. If the sale of concessions by the using organization is approved, a fee will be charged to the using organization based on attendance at the event or amount of sales.</p>
<p>ATHLETICS EVENTS WHERE TICKET REVENUES ARE COLLECTED</p>	<p>Non-school groups may collect gate receipts at contests with the approval of the District. All gate receipts will be collected by District assigned personnel. The accounting and disbursement of ticket revenue to the using organization will be conducted through the District athletic office.</p>
<p>USE OF DISTRICT ATHLETIC EQUIPMENT</p>	<p>Non-school groups may not use school purchased sport equipment that is not a built-in component of the facility, including but not limited to balls, bats, helmets, gloves, uniforms, lockers, and protective padding. These items can be used for a practice session for an additional fee.</p> <p>The use of school locker room facilities and showers are not included in usage unless specifically noted on the Athletic Facilities Usage Form. An additional fee is required for the use of locker room and shower facilities at schools.</p>
<p>NATATORIUM</p>	<p>The natatorium is subject to use by groups for organized recreational purposes. Organized groups wishing to use the natatorium must submit an Athletic Facilities Usage Form to the District athletic office to request use of the natatorium. Approval of the use and payment of associated usage are required before use of the natatorium can begin.</p> <ol style="list-style-type: none">1. The natatorium will be available for use for swim meets, team practices, camps, clinics, athletic training, or athletic demonstrations.2. Priority of use: District-recognized, nonschool teams whose members are students of a District school or school's feeder pattern will have priority of use. District-recognized, youth swimming organizations will have the next priority.

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3. Users will pay lifeguard fees directly to the pool management company.
4. Use of the pool for contests or organized practices will be limited by school use and scheduled open swimming times during the summer.
5. Use of scoreboards, PA system, and water polo nets during practice sessions will be available for a fee.
6. District personnel will be scheduled to supervise events in this facility as described in DISTRICT SUPERVISORS.

GROB STADIUM AND
TULLY STADIUM

These stadiums are subject to use by groups for organized recreational purposes. All organized groups must submit an Athletic Facilities Usage Form to the District athletic office to request use of these stadiums. Approval of the use and payment of associated usage fees are required before the use can begin.

1. The stadiums will be available for use for contests, team practices, camps, clinics, athletic training, or athletic demonstrations.
2. Priority of use: District-recognized, nonschool teams whose members are students of a District school or school's feeder pattern will have priority of use. District-recognized, youth organizations or leagues will have the next priority.
3. Use of press-boxes, locker rooms, scoreboards, the PA system, chains, or soccer nets during practice sessions will be available for a fee.
4. The condition and usage schedule of the field at Grob Stadium will be a factor in its availability.
5. Use of Grob Stadium during the summer will be limited due to the need for a stable growing period to prepare the field for fall usage.
6. Specific stadium guidelines written for Grob and Tully Stadiums should be followed by all user groups.
7. For large events or a multi-day use of these facilities, an addendum will be added to the Athletic Facilities Usage Form describing the event charges and additional guidelines.
8. District personnel will be scheduled to supervise events in these facilities as described in DISTRICT SUPERVISORS.

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DON COLEMAN
COMMUNITY
COLISEUM

This facility is subject to use by groups for organized recreational purposes and other events that serve a community purpose. Organized groups must submit the Athletic Facilities Usage Form to the District's athletic office to request use of this facility. Approval of the use and payment of associated usage fees are required before the use can begin.

1. This facility will be available for use for contests, team practices, camps, clinics, athletic training, athletic demonstrations, or community events.
2. Priority of use: District-recognized, nonschool teams whose members are students of a District school or school's feeder pattern will have priority of use. District-recognized, youth organizations or leagues will have the next priority.
3. Use of locker rooms, scoreboards, the PA system, volleyball nets, or basketball goals during practice sessions will be available for a fee.
4. The usage schedule of the facility will be a factor in its availability.
5. Specific stadium policies written for DCC contests and events should be followed by all user groups.
6. For large events or a multi-day use of these facilities an addendum will be added to the "Athletic Facilities Usage Form" describing the event charges and additional guidelines.
7. District personnel will be scheduled to supervise events in this facility as described in DISTRICT SUPERVISORS.

GYMNASIUMS

The gymnasiums at all District schools are subject to use by groups for organized recreational purposes. Organized groups must submit an Athletic Facilities Usage Form to the District athletic office to request use of gymnasiums. Approval of the use and payment of associated usage fees are required before use of the gymnasium can begin.

1. School gymnasiums will be available for use for athletic contests, practices, camps, clinics, athletic training, or athletic demonstrations.
2. Priority of use: District-recognized, nonschool teams whose members are students of the school or school's feeder pattern where the facility is located will have priority of use. District-recognized, youth-league teams will have the next priority.
3. Proper athletic footwear should be worn at all times on gymnasium floors.

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4. Use of scoreboards, PA systems and volleyball nets during practice sessions will be available for a fee.
5. District personnel will be scheduled to supervise events in these gyms as described in DISTRICT SUPERVISORS.

USE OF DISTRICT
OUTDOOR ATHLETIC
FACILITIES

The grounds and outdoor athletic facilities at all District facilities are subject to use by groups for organized recreational purposes, subject to GKD (LOCAL). Organized groups must submit the Athletic Facilities Usage Form to the District athletic office to request use of the District's outdoor athletic facilities. Approval of the use and payment of associated usage fees are required before use of facilities can begin.

The grounds usage area on each campus and/or facility will be indicated on a plot plan.

At each facility the grounds area listed as "nonathletic use grounds" will remain open for use by the general public on a first-come, first-served basis for individual (nonorganized) recreational activity.

Nothing in this regulation will be construed to change existing long-term contracts/MOUs regarding grounds rental and/or use by established community organizations such as the Spring Branch Memorial Sports Association.

HIGH SCHOOL &
MIDDLE SCHOOL
FIELDS
(FOOTBALL/SOCCER)

The following are guidelines for the football/soccer fields only:

1. District athletic fields will be available for athletic contests, practices, camps, clinics, athletic training, or athletic demonstrations.
2. The District athletic office will schedule field contests and practice use based on industry standards for appropriate maintenance. Fields may be available on a rotating basis during the school year.
3. The condition of the field will be a factor in its availability.
4. Use of fields during the summer will be limited due to the need for a stable growing period to prepare the fields for fall usage.
5. Availability of the "restricted use fields" for regular practice activities will be limited to District-recognized, nonschool teams whose members are students of the school or school's feeder pattern where the facility is located.
6. Availability of fields for one-time practice activities can be allowed with approval from the District athletic office.

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7. District personnel may be scheduled to supervise events on these fields as described in DISTRICT SUPERVISORS.

BASEBALL AND
SOFTBALL FIELDS

The following are guidelines for the baseball and softball fields:

1. Baseball and softball fields will be available for athletic contests, practices, camps, clinics, or athletic demonstrations.
2. Availability of the fields for regular practice activities will be limited to District-recognized, nonschool teams whose members are students of the school or school's feeder pattern where the facility is located.
3. Availability of fields for one time practice activities can be allowed with approval from the District athletic office.
4. The use of press-boxes, scoreboards, PA systems, or lights during practice sessions will be available for a fee.
5. District personnel will be scheduled to supervise events on these fields as described in DISTRICT SUPERVISORS.

TENNIS COURTS

The following are guidelines for tennis courts:

1. School tennis courts will be available for use for athletic contests, practices, camps, clinics, athletic training, or demonstrations.
2. Priority of use: Students of the school or school's feeder pattern where the facility is located will have priority of use. District-recognized activities will have the next priority.
3. School tennis courts will remain open for use by the general public on a first-come, first-served basis for individual (non-organized) recreational activity. Additional fees apply for lights on the courts.
4. District personnel may be scheduled to supervise events on these courts as described in DISTRICT SUPERVISORS.