

# Sanger ISD Facility Use Administrative Guidelines

The District has established a limited open forum for non-school use of District facilities in accordance with this policy.

The District shall provide equal access to youth groups designated in federal law, including the Boy Scouts, as it provides to other non-school users of District facilities. [See PATRIOTIC SOCIETIES in GKD(LEGAL)]

## Approved Organizations

Use of school facilities shall be restricted to the following types of organizations:

1. School organizations. School organizations are those groups whose members are composed of students, staff, or professional employees of the District and benefit the schools, students, or teachers (e.g., student clubs, teacher organizations, PTA, booster clubs, choir, band).
2. Service organizations. Service organizations are those groups, a majority of whose members reside or work within the community and whose regularly scheduled meetings are held within the community, that serve, benefit, and contribute to the welfare of the youth of the community (e.g., scout groups, community youth sports associations, Special Olympics). (Programs, such as Sanger Youth Football and Sanger Youth Basketball will be charged as at a seasonal rate based on the organization's schedule, facilities used, etc.)
3. Joint use organizations. Joint use organizations are those groups or entities that have entered into joint use agreements with the District for the sole purpose of collaborating on special projects and functions. Joint use agreements would extend, but not be limited to, the shared use of facilities and programs (e.g., City of Sanger, UNT, TWU, NCTC).
4. Civic organizations. Civic organizations are those groups, a majority of whose members reside within the community, that meet community needs, interests, or diversions (e.g., Rotary Club, Chamber of Commerce, Lions Club).
5. Governmental organizations. Governmental organizations are those governmental groups and municipal governing bodies whose location and jurisdiction is contained in whole or in part within the community and are not subject to joint use agreements as described in item #3 above (e.g., Councils of Government, and the like).
6. Church organizations. Church organizations are churches, church groups, and faith-based organizations with a majority of members that reside within the community.
7. Political organizations. Political organizations are those groups whose purpose or purposes, primary or secondary, is the furtherance of a political candidate, ideal, or aspiration.

The above described types of organizations shall be categorized into classes of users of District facilities as follows:

### Class A Use

Organizations described in item #1 above may use school facilities at no charge.

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**Class B Use** Organizations as described in item #2 and #3 above that are sponsored by nonprofit organizations and organizations with joint use agreements may use elementary school cafeterias or elementary activity centers during school operational hours of 3:30 p.m. to 7:00 p.m. at no charge, provided that no additional custodial cleanup is needed. If use is outside this time frame or for any facility not listed herein, an additional established fee for utilities and custodial service may be required.

**Class C Use** All other organizations listed in items #4 through #7 shall be charged for utility usage per hour based on inclusive time from opening to closing and cleaning of building. In addition to a per-hour utility fee as established by the District, charges for administrative processing, custodial service, and user fees shall be assessed. A supervisory fee may be assessed when deemed necessary by the District. All charges and/or fees are subject to change from time to time at the sole discretion of the Board; however, the Board shall not alter or change any existing fee or rental agreement.

## Scheduling

Requests for non-school use of District facilities shall be considered on a first-come-first-served basis.

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent or designee shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a District activity.

## Short-Term Use

Estimated charges for short-term use shall be paid ten days prior to the scheduled event. Requests for the use of school facilities shall be submitted in writing not less than ten days nor more than 60 days prior to the scheduled date. Facility users cannot request use of a facility for more than four separate dates at the time the request for use is made. When use of facilities is requested and approval given for consecutive weeks of use, a renewal request for additional dates shall not be accepted any sooner than 14 days before the last previous scheduled date of use.

## Long-Term Use

Long-term rentals such as extended use by churches or other organizations shall not exceed a term of six months and one-six-month extension of said term. An additional term of six months must be approved by the Board and in any event, no long-term rental shall exceed a period of 18 consecutive months.

## Guidelines

1. Any organization using District facilities shall designate one adult member of its group as being in charge of and responsible for the program, activity, or meeting. This person shall be responsible to the principal of the school where the event is scheduled.
2. A District employee shall be present during any use of school facilities by Class B and Class C users.

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3. Any agreement to rent may be canceled by the District in favor of school activities. The District has authority to designate which facility will be used if any meeting or event is in conflict with school activities.
4. Additional custodial and/or set-up and take-down fees may be required for some events.
5. All facilities requests require a reservation and administration approval. Special requests and accommodations may be provided for student groups and community organizations per administrative approval.
6. The District shall not alter facilities for the purpose of the rental.
7. Any equipment malfunction at the facility shall not automatically result in any refunds to the renter
8. The Superintendent or designee may require a cash deposit or an appropriate financial security arrangement or guarantee before approval of any agreement to rent.
9. New buildings that have not yet been issued a Certificate of Occupancy shall not be available for rental use.
10. Rental users shall sign a rental agreement and shall furnish evidence of commercial general liability insurance. Any organization using District facilities shall be required to provide an original certificate of insurance, with the District named as the certificate holder indicating a minimum of \$1,000,000 per occurrence, personal & adv. Injury, products & completed operations with \$1,000,000 aggregate, \$100,000 property damage liability coverage & \$5,000 medical coverage.

Additionally, the District shall be named as an additional insured and hold waiver of subrogation on the required policy of liability insurance. The insurance carrier must hold a minimum of "A" rating from the A.M. Best Company. However, the District reserves the right to determine the acceptability of a carrier regardless of its rating.

The insurance requirement may be waived for organizations that exist for the improvement of educational opportunity in the District, subject to approval by the Superintendent or designee. (Example: school organizations, service organizations primarily made up of students or for the promotion of student and youth activities.)

11. Groups and their individual members renting District facilities shall be held jointly and severally responsible for any damage to the facility during use. Groups renting District facilities for occasions open to the general public shall be held responsible for the treatment of the facility by the public during the period of rental.

All groups and individual members using District facilities under these policies agree to indemnify and hold the District harmless from any and all liability for personal injury or property damage that arises from the activity for which rental or facility use is made.

All groups and individuals using District facilities pursuant to this open forum policy are licensees and the District is under absolutely no duty to alter the method of operation of District facilities or to alter the condition of the premises or make any special preparations for the safety of any individual member of any group or organization on the District's premises and facilities.

# Sanger ISD Facility Use Administrative Guidelines

## Sanger ISD Rental Fees

Sanger ISD Rental Fees				
<u>Location</u>				
<b>Elementary Campus (Chisholm Trail, Butterfield, Clear Creek)</b>	<b>Class A Use</b>	<b>Class B Use</b>	<b>Class C Use</b>	
Gymnasium	<p>No Charge</p> <p><i>Events that continue past 6:00pm may incur fees for custodial cleaning, set-up/take-down and building lock-up.</i></p>	<p>\$25/hour +</p> <p>-Custodian</p>	<p>\$35/hour +</p> <p>-Custodian</p> <p>-Bldg. Supervisor</p>	
<b>6<sup>th</sup> Grade Campus</b>	<b>Class A Use</b>	<b>Class B Use</b>	<b>Class C Use</b>	
Gymnasium	<p>No Charge</p> <p><i>Events that continue past 6:00pm may incur fees for custodial cleaning, set-up/take-down and building lock-up.</i></p>	<p>\$15/hour +</p> <p>-Custodian</p> <p>*No Air Conditioning</p>	<p>\$25/hour +</p> <p>-Custodian</p> <p>-Bldg. Supervisor</p>	
<b>Middle School Campus</b>	<b>Class A Use</b>	<b>Class B Use</b>	<b>Class C Use</b>	
Indian Gym Auxiliary	<p>No Charge</p> <p><i>Events that continue past 6:00pm may incur fees for custodial cleaning, set-up/take-down and building lock-up.</i></p>	<p>\$30/hour +</p> <p>-Custodian</p>	<p>\$40/hour +</p> <p>-Custodian</p> <p>-Bldg. Supervisor</p>	
Indian Gym Competition (Wood Floor)	No Charge	\$35/hour +	\$45/hour +	

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	<i>Events that continue past 6:00pm may incur fees for custodial cleaning, set-up/take-down and building lock-up.</i>	-Custodian	-Custodian -Bldg. Supervisor	
<b>High School Campus</b>	<b>Class A Use</b>	<b>Class B Use</b>	<b>Class C Use</b>	
Cafeteria Seating Area	<p><b>No Charge</b></p> <p><i>Events that continue past 6:00pm may incur fees for custodial cleaning, set-up/take-down and building lock-up.</i></p>	<p><b>\$25/hour +</b></p> <p>-Custodian</p>	<p><b>\$35/hour +</b></p> <p>-Bldg. Supervisor -Custodian</p>	
Auxiliary Gym	<p><b>No Charge</b></p> <p><i>Events that continue past 6:00pm may incur fees for custodial cleaning, set-up/take-down and building lock-up.</i></p>	<p><b>\$40/hour +</b></p> <p>-Custodian</p>	<p><b>\$50/hour +</b></p> <p>-Bldg. Supervisor -Custodian</p>	
Competition Gym	<p><b>No Charge</b></p> <p><i>Events that continue past 6:00pm may incur fees for custodial cleaning, set-up/take-down and building lock-up.</i></p>	<p><b>\$45/hour +</b></p> <p>-Custodian</p>	<p><b>\$55/hour +</b></p> <p>-Bldg. Supervisor -Custodian</p>	
Auditorium	<p><b>No Charge</b></p> <p><i>Events that continue past 6:00pm may incur fees for custodial cleaning, set-up/take-down and building lock-up.</i></p>	<p><b>\$100/hour +</b></p> <p>-Bldg. Supervisor -Custodian -Theater Tech. -Stage Manager</p>	<p><b>\$125/hour +</b></p> <p>-Bldg. Supervisor -Custodian -Theater Tech. -Stage Manager</p>	

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Athletic Fields/Outside Facilities	Class A Use	Class B Use	Class C Use	
Baseball	Due to additional upkeep on the softball and baseball fields these facilities are not part of our facility rental plan.			
Softball				
H.S. Indian Stadium	<p><b>No Charge</b></p> <p><i>Events that continue past 6:00pm may incur fees for custodial cleaning, set-up/take-down and building lock-up.</i></p>	<p><b>\$125/hour +</b></p> <ul style="list-style-type: none"> <li>-Custodian</li> <li>-Athletic Administrator/Facility Supervisor</li> <li>-Maintenance Tech</li> </ul> <p><i>*Lights will be an additional charge if needed.</i></p>	<p><b>\$200/hour +</b></p> <ul style="list-style-type: none"> <li>-Custodian</li> <li>-Athletic Administrator/Facility Supervisor</li> <li>-Maintenance Tech</li> </ul> <p><i>*Lights will be an additional charge if needed.</i></p>	
M.S. Football Practice Field	<p><i>Open fields are secured from 7:00am-5:30pm Monday-Friday, and are available on a first-come first-serve basis after hours and on weekends.</i></p>	<p><i>Open fields are secured from 7:00am-5:30pm Monday-Friday, and are available on a first-come first-serve basis after hours and on weekends.</i></p>	<p><i>Open fields are secured from 7:00am-5:30pm Monday-Friday, and are available on a first-come first-serve basis after hours and on weekends.)</i></p>	
Linda Tutt Field	<p><i>Open fields are secured from 7:00am-5:30pm Monday-Friday, and are available on a first-come first-serve basis after hours and on weekends.</i></p>	<p><i>Open fields are secured from 7:00am-5:30pm Monday-Friday, and are available on a first-come first-serve basis after hours and on weekends.</i></p>	<p><i>Open fields are secured from 7:00am-5:30pm Monday-Friday, and are available on a first-come first-serve basis after hours and on weekends.</i></p>	
<b>Playoff Games</b>	<b>Per Event</b>			
Volleyball	\$750	SISD will provide a financial report to both teams.		

# Sanger ISD Facility Use Administrative Guidelines

<p><i>Includes:</i></p> <p><i>Admin. on duty, announcer, clock keeper, score keeper/Libero book, security (1), custodial (1), gate keeper (1), concession stand.</i></p>	<p>(\$375 each team)</p> <p>Optional- Athletic Trainer- \$75</p>	<p>SISD will pay officials based on gate proceeds</p> <p>SISD will deduct \$750 form the gate for gym usage</p> <p>SISD will cut the remaining gate in half and send the balance to each team. If the gate does not cover the fees, both schools will be billed the difference equally.</p> <p>*All other information is included on the rental agreement</p>	
<p><b>Basketball</b></p> <p><i>Includes:</i></p> <p><i>Admin. on duty, announcer, clock keeper, security (1), custodial (1), gate keeper (1), warm-up balls, concession stand.</i></p>	<p><b>\$750</b></p> <p>(\$375 each team)</p> <p>Optional- Athletic Trainer- \$75</p>	<p>SISD will provide a financial report to both teams.</p> <p>SISD will pay the UIL 16% of the gate and send the financial report</p> <p>SISD will pay officials based on gate proceeds</p> <p>SISD will deduct \$750 form the gate for gym usage</p> <p>SISD will cut the remaining gate in half and send the balance to each team. If the gate does not cover the fees, both schools will be billed the difference equally.</p> <p>*All other information is included on the rental agreement</p>	
<p><b>Football</b> <i>Includes:</i></p> <p><i>Admin. on duty, announcer, clock keeper, score keeper, play-clock operator, security (2), chain crew, custodial (2), gate keeper (2), stadium fee, concession stand.</i></p>	<p><b>\$1,500</b></p> <p>(\$750 each team)</p> <p>Optional- Athletic Trainer- \$100</p>	<p>SISD will provide a financial report to both teams.</p> <p>SISD will pay the UIL 16% of the gate and send the financial report</p> <p>SISD will pay officials based on gate proceeds</p> <p>SISD will deduct \$1,500 form the gate for gym usage</p> <p>SISD will cut the remaining gate in half and send the balance to each team. If the gate does not cover the fees, both schools will be billed the difference equally.</p> <p>*All other information is included on the rental agreement</p>	
<p><b>Softball/Baseball</b></p> <p><i>Includes:</i></p> <p><i>Admin. on duty, announcer, clock keeper, custodial, gate keeper (1), field manager, security (1), concession stand (if possible).</i></p>	<p><b>\$600</b></p> <p>\$900- Dbl. Header</p> <p>Optional- Athletic Trainer- \$100</p>	<p>SISD will provide a financial report to both teams.</p> <p>SISD will pay officials based on gate proceeds</p> <p>SISD will deduct rental fee form the gate for use of the facility.</p> <p>SISD will cut the remaining gate in half and send the balance to each team. If the gate does not cover the fees, both schools will be billed the difference equally.</p>	

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		*All other information is included on the rental agreement		
<b>Other Fees</b>	<b>Per Hour</b>			
Custodian	\$20.00			
Building Supervisor	\$40.00			
Maintenance Tech	\$25.00			
Stage Manager	\$30.00			
Theater Tech	\$30.00			
Athletic Administrator	\$50.00			
Security	\$50.00			
Stadium Lights	\$50.00			