



FACILITY RENTALS



2023-2024

RATIONALE & DEFINITIONS



THIS GUIDE IS FOR THE PURPOSE OF OUTLINING THE PROCESSES, PROCEDURES, ALLOWANCES, EXPECTATIONS, AND COSTS ASSOCIATED WITH THE NON-SCHOOL USE OF A DUNCANVILLE ISD FACILITY BY INDIVIDUALS OR ORGANIZATIONS THAT ARE EXTERNAL TO THE DISTRICT.

OPERATIONAL DEFINITIONS

- **Limited Open Forum** – An offering to or opportunity for one or more non-curriculum-related student groups to meet on school premises during non-instructional time.
- **Non-School Use** – The use of facilities by organizations or individuals external to the district including but not limited to parent organizations, other school districts, non-profit groups, civic clubs, municipalities, and for-profit entities.
- **Lessee** – Any organization or individual requesting to utilize a district facility for non-school use.
- **Educational Activities** – Activities that support the academic growth of students such as tutoring, enrichment camps, academic competitions, etc.
- **Recreational Activities** – Non-academic activities and competitions that are extra-curricular for students such as youth sports teams, music lessons, YMCA, boy scouts, etc.
- **Civic Activities** – Community activities or events that include students or support the school district or community as a whole such as food or blood drive, community service projects, etc.
- **Social Activities** – Activities by organizations or individuals that serve to bring staff, students, or families together to support common interests and support district efforts such as PTOs, educator organizations, etc.



RESERVATION PROCESS

Lessee reviews district guidelines and pricing provided.

Reservations for non-school use must be made a minimum of 30 days prior unless associated with playoffs or competitions in which site selection was less than 30 days in advance.

Lessee completes the online request form 30 days in advance.

Before submitting a reservation request, potential lessees need to gather the required documentation. Approvals will not be made until all the required information is provided.

Lessee pays deposit online and provides required documents.

Lessees should understand that district events take precedence and approval will be based on the availability of the space and the capacity of the district to provide the necessary services.

District considers the submitted request for availability.

In the event you have not heard a decision regarding your event by the end of the 7th business day, please contact the district at 972-708-2000. Please do not submit a duplicate request.

District communicates a decision to the lessee within 7 days.

When making an event request, event windows must be set for the minimum amount of time required (2 or 3 hours).

Lessee pays online the full amount 10-days prior to the event.

POLICIES & GUIDELINES

Board Policy GKD (LOCAL) governs the non-school use of district facilities and is established by the Duncanville ISD Board of Trustees. District regulations and guidelines are developed in alignment with policy. GKD (LOCAL) can be found on the district's website on the Board of Trustees' page.



NON-NEGOTIABLES

Facilities are not available for use in any of the following circumstances:

- Use would permanently damage or alter facilities in any manner.
- Use would conflict with a school function or event.
- Use would be for the lessee's profit without an educational, civic, or charitable value.
- A leasing agreement is not signed prior to the event.
- Evidence of liability insurance coverage has not been provided by external entities.
- Payment is not received in full prior to the event in accordance with this regulation.

EVENT CANCELATIONS

The district will make every effort to not have to cancel an event if other alternative arrangements can be made. However, if an event is canceled by the district, it will be done 10 days prior to the event and a full refund will be given including the 5% deposit. In the event that a lessee cancels an event, the district must be notified a minimum of 3 days prior to the event and the deposit will be retained for Fee Rate B and C lessees to cover administrative costs. If the district is notified less than 3 days prior to the event, the full lease amount will be retained. If an event is rescheduled less than 3 days prior, a management fee will be applied to Fee Rate B and C lessees.

REVOCATION OF RENTAL PRIVILEGES

The district has the right to revoke rental privileges at any time from a lessee if a violation of contractual obligations is determined.

CONTINUED OR REPEATED USE

In the event an organization requests to utilize a facility or field on a repeated or reoccurring basis, all dates will need to be entered into the reservation system and a payment schedule will be generated by the district designee. The payment schedule will require payment 10 days in advance for each event in the series. The signed agreement will be for all repeated/reoccurring events scheduled in a set window of time as noted on the agreement.

SIGNAGE AND ADVERTISING

Event signage may only be temporarily placed at the facility and only on the day of the event. Any signage must be removed immediately following the event. Any deviation from this requirement must be approved by the superintendent.

INSURANCE REQUIREMENTS

All external lessees are required to submit evidence of liability insurance coverage in the amount of \$1M for the planned event and shall name the district as an additionally insured on the policy. Events will not be scheduled or approved without evidence of liability insurance coverage.

RENTAL AGREEMENT



All lessees under fee schedules B or C will be required to sign the following lease agreement at the time of their online request.

The Duncanville Independent School District (hereinafter District), agrees to lease _____ (Hereinafter Lessee), use of _____ for _____ during _____ from _____ to _____ subject to the following conditions.

1. That the lessee will pay a rental charge of \$ _____ to be paid to Duncanville ISD by _____.
2. The Lessee shall pay any charges provided in Board policy and/or administrative regulations on facility/field use for school personnel, including DISD security, needed in connection with its use of the facility. No functions shall be permitted unless authorized school employees are present and on duty.
3. The Lessee shall use the facility or field only for the event stated above, and the Lessee's use of the facility or field will be restricted to individuals associated with their organization to maintain security and not interfere with the educational purpose of the District.
4. The district may revoke the lessee's permission to use the facility or field at any time or under any circumstances that the District may deem sufficient. The lessee will be notified at least 10 days prior to the scheduled event.
5. If a reservation is canceled by the lessee at least 3 days (72 hours) prior to the scheduled event time, 95% of the rental fee shall be returned. No refunds shall be made after this deadline.
6. The Lessee and the District acknowledge that the District disclaims any affiliation with the Lessee and neither endorses nor opposes the Lessee's religious, racial, or political philosophies.
7. The Lessee accepts full responsibility for protecting school property and equipment and assumes any/all liability for repairs or replacement or for any damage done to the buildings, field, equipment, or other school property used by the Lessee. Lessee also assumes full responsibility for the conduct of any and all persons using the facility or field during the rental.
8. The Lessee agrees to comply with the Children's Internet Protection Act and will not allow VPN or remote access to the district's network.
9. In the event the Lessee shows a movie or production, the Lessee agrees to comply with all copyright laws, obtain any required licenses, and accepts full responsibility and liability if violated.
10. To the extent permissible by the constitution and laws of the State of Texas, the Lessee of the facility or field, agrees to protect, indemnify and hold free and harmless, Duncanville ISD, its Board of Trustees, Officers, employees, and agents from and against any and all claim, demands, causes of action, or other litigation (including all costs thereof and attorney's fees) of every kind and character on account of personal injuries, death, bodily injury or damage to property, of the public, Duncanville ISD or the User herein, or their guests, employees, supervisors, vendors, and agents: (whether resulting from the performance of its obligations hereunder), or the quality or safety of the programs used and/or the equipment or property of the Lessee herein, all of these without regard to fault, even if any indemnified or injured party is negligent in whole or part.
11. The Lessee shall furnish evidence of liability insurance coverage in the amount of \$1,000,000.00 (one million dollars) for the event and shall name the District as an additionally insured on the policy.
12. Use, possession, or storage of any pesticide or herbicide on any Duncanville ISD property is prohibited. Possession or improper application of pesticides may result in forfeiture of current utilization and future use of school facilities and fields.
13. No alcoholic beverages, tobacco products, or possession of any weapon shall be permitted on the premises at any time including parking areas.
14. No food or drink shall be permitted on the premises except in designated areas.
15. No signs shall be posted nor shall any decorations be fastened to any part of the facilities without prior approval in writing from the Superintendent or designee.
16. All signage may not be posted until the day of the event and must be removed immediately following.
17. All stage equipment, including motion picture projector, stage rigging and lights, air conditioner, heating, and other equipment shall be operated exclusively by approved personnel.
18. Time for rental shall begin when access to the facility or field is obtained and shall end when the last person representing the Lessee vacates the building or field. Additional charges shall be imposed for any additional time required. The Lessee shall be responsible for restoring the facility or field to its original state after use.
19. General facility or field reservations must be made 30 days in advance with a deposit of 5% at the time of scheduling.
20. Facility rental fees must be paid in full through the Duncanville ISD online payment portal at least ten (10) days prior to the use of the facility or field.
21. Lessee's may not at any time pay an employee directly with cash or check for services provided. All payments must be made electronically and through the online portal. Violations will result in revocation of future facility access.
22. The Duncanville ISD will run all concessions. The Lessee will not make arrangements for anyone else to sell food or drink on the school site.



FEE SCHEDULE TIERS

A

FEE RATE A

No facility costs are applied. Standard district services rates apply.

Fee Rate A applies to campus-hosted events, programs, performances, and competitions in which district students are participating such as Science Fair, Math Night, Choir Concert, PTO Meeting, etc. Also, applies to district teachers or staff members who are offering private tutoring of district students for a fee.

B

FEE RATE B

Facility costs are at a reduced rate. Standard district services rates apply.

Fee Rate B applies to non-profit groups and organizations that exclusively benefit the students, staff, or parents of the district such as Boy/Girl Scouts, YMCA, Higher Education, Regional ESC, Employee Organizations, etc.

Administrative oversight and custodial services are required for all events.

C

FEE RATE C

Standard facility and district services rates apply.

Fee Rate C applies to organizations, groups, and individuals (non- and for-profit) that do not directly benefit the school district but do support the community for educational, civic, or charitable purposes such as Youth Sports, Civic Group Fundraisers, UIL (not Duncanville participating), etc.

Administrative oversight and custodial services are required for all events.

FEE SCHEDULE

- All pricing is set and non-negotiable.
- Rental fees are assessed from the time of set-up until the time the facility is closed and secured.
- Rental fees are based on an hourly rate at a 2 or 3-hour minimum.

FACILITIES	Hourly Fee Schedule A	Hourly Fee Schedule B	Hourly Fee Schedule C
ELEMENTARY/INTERMEDIATE SCHOOLS – (2 HOUR MINIMUM FOR ALL FACILITIES)			
• Cafeteria (not including kitchen)	\$0	\$200	\$300
• Gymnasium	\$0	\$200	\$300
• Common Areas (Libraries, Foyers, Outdoor Space)	\$0	\$200	\$300
• Parking Lot for Outdoor Event	\$0	\$200	\$300
MIDDLE SCHOOLS – (3 HOUR MINIMUM FOR ALL AREAS)			
• Cafeteria (not including kitchen)	\$0	\$200	\$300
• Gymnasium with or without locker room access	\$0	\$300	\$400
• Common Areas (Libraries, Foyers, Outdoor Space)	\$0	\$200	\$300
• Reed Auditorium	\$0	\$400	\$600
• Parking Lot for Outdoor Event	\$0	\$200	\$300
• Athletic Field or Track	\$0	\$400	\$600
HIGH SCHOOL – (3 HOUR MINIMUM FOR ALL AREAS EXCEPT NATATORIUM)			
• Cafeteria (not including kitchen)	\$0	\$300	\$400
• Practice Gymnasiums with or without locker room access	\$0	\$400	\$600
• Sandra Meadows Gymnasium with or without locker room access	\$0	\$700	\$800
• Common Areas (Libraries or Foyers)	\$0	\$300	\$400
• Parking Lot for Outdoor Event	\$0	\$300	\$400
• Lecture Halls	\$0	\$300	\$400
• Shine Auditorium with or without dressing room access	\$0	\$700	\$800
• Panther Stadium	\$0 – HS Only	N/A	\$800*
• Baseball or Softball Fields	\$0 – HS Only	N/A	\$700*
• Tennis Facility	\$0 – HS Only	N/A	\$600*
• Natatorium (see page 8)	\$0 – HS Only	\$200	\$300
• Concession Stands	\$0	\$100	\$200

*Limited use for non-district UIL events or competitions.



Fee schedules are reviewed annually and posted on the district's website by the end of the current school year with the fees for the next school year.



DISTRICT SERVICES FEE SCHEDULE

DISTRICT SERVICES	Hourly, Per Person Fee Schedule A	Hourly, Per Person Fee Schedule B	Hourly, Per Person Fee Schedule C
• Custodial*	\$25	\$40	\$50
• Security Officer**	\$25	\$40	\$50
• Police Officer	\$50	\$60	\$70
• Technology	\$50	\$60	\$70
• Maintenance/Grounds	\$25	\$40	\$50
• Child Nutrition/Concession	\$25	\$40	\$50
• Health Services (Nurse or Athletic Trainer)	\$50	\$60	\$70
• Gate/Entrance Workers	\$25	\$40	\$50
• Production Support (Lighting, Stage Curtains, Sound)*	\$50	\$60	\$70
• Administrative Oversight*	No Fee	\$60	\$70
• Network Streaming Services	No Fee	\$100	\$115
• Metal Detection Company or Services			
*Services required for all groups under fee schedules B and C. **Services required for all groups with more than 75 participants. ★Services required for any group using the Shine Auditorium.			

SERVICE DESCRIPTIONS & GUIDELINES

The event size and scope will be used to determine the services required and the number of support personnel needed to manage the event.

- Custodial – Services include cleaning the facility during and after the event, replenishing restroom supplies, emptying trash, unlocking and security the facility, and assisting to return the facility to its normal state.
- Security Officer – Services include monitoring the traffic and event participants for the purpose of crowd control and facility security.
- Police Officer – Services include overseeing the security officers and addressing disruptions or disputes that may arise before, during, or after an event.
- Technology – Services include supporting with network access, setting up projection equipment, and portable sound or video equipment. Access to district computers is not included and not allowed.
- Maintenance/Grounds – Services include setting up chairs or breaking down furniture, running power sources, moving heavy equipment, and maintaining tracks or fields.
- Child Nutrition/Concession – Services include setting up/closing down the kitchen or concession area, providing access to utensils or cookware, overseeing use of equipment, and monitoring practice of health code standards. Preparation of meals is available through Duncanville ISD Catering.
- Health Services (Nurse or Athletic Trainer) – Services include providing on-site medical assistance for minor injuries or in the event of an emergency crisis.
- Gate/Entrance Workers – Services include monitoring the entrance and exits of the events including the screening of participants and the collection of tickets or entrance fees.
- Production Support (Lighting, Stage Curtains, Rigging, Sound) – Services include managing the theater, setting up stage lights, use of the spotlight, curtain drops, rigging, soundboard, etc.
- Administrative Oversight – Services include oversight of the event to ensure the facility usage is in alignment with the agreement and to document any issues or damages.
- Network Streaming Services – Access to the district's network to stream events over the internet for viewing. This includes on-site technical support for this service.
- Metal Detection Company or Services – Metal detection equipment and/or personnel to check patrons upon entry into an event to ensure a safe and secure environment.

DISTRICT NATATORIUM

The Duncanville ISD Natatorium is open to the community for use and rental year-round when school events are not scheduled for competition, practice, or maintenance. Natatorium availability will be posted on the district's website under the Athletic Department page.



GUIDELINES

- Payment for public access to the Natatorium is paid at the door upon arrival by debit or credit.
 - No cash will be accepted.
- Scheduling of private lesson sessions must be done in coordination with the instructor and be completed within a 2-week window.
- Rental of the Natatorium must be done through the facility reservation system and payment made online.
- Failure to abide by the Natatorium rules posted at the facility may result in removal and revocation of privileges.
- The Natatorium for public events or parties is only available on:
 - Saturdays (2:30 pm to 10:30 pm) and Sundays (2:00 pm to 8:00 pm).
- The Natatorium rental fee must be paid in full 10 days prior to the event or the event will be canceled.
- Questions should be directed to: jblair@duncanvilleisd.org or 972-708-2370.

Public Access to Natatorium	Age 2 & Under	Age 3 to 13	Age 14 to 54	Age 55 & Up
• Daily Pass	\$0	\$5	\$5	\$3
• Monthly Lap Pass	N/A	N/A	\$25	\$25
• Six-Month Lap Pass	N/A	N/A	\$125	\$125
• Water Aerobics Daily Pass	N/A	N/A	\$7	\$5
• Water Aerobics Monthly Pass	N/A	N/A	\$45	\$35
• Private Lessons – 4 (30 min) sessions	\$130	\$130	\$130	\$130
• Semi Private Lessons – 4 (40 min) sessions	\$230	\$230	\$230	\$230

Natatorium Rentals – 2 Hour Minimum	Hourly Rate
• Natatorium Rental for Non-School Use by Patrons (maximum of 50)	\$300
• Party/Event Add On's	
▪ Kiddy Slide	\$20
▪ Basketball Goal	\$30
▪ Radio	\$20
• Natatorium use by another school district will be negotiated through a interlocal agreement.	