

Wharton Independent School District

Facilities Management Guidelines

2023-2024



Facilities Management Guidelines



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ORGANIZATION

Use of school facilities by booster and/or parent organizations shall be coordinated through the campus where the facility is located. Use of designated school facilities by non-district entities for educational, recreational, civic, or social activities shall be coordinated through the Operations Department or Athletic Director whichever is applicable.

FILING REQUESTS FOR USE OF FACILITY

All booster and/or parent organizations and all non-district entities will file a request for facilities use a minimum of 3 weeks prior to the date of rental. Payment/Rental Agreement is to be finalized two weeks (10 working days) prior to the rental date(s).

AVAILABILITY

School buildings and other facilities shall be made available to groups that wish to conduct activities which promote, stimulate and foster the interest of students and the community so long as such activities do not conflict with the school program. Programs serving Wharton ISD students will be given priority use. The Superintendent, in conjunction with the Board of Trustees, reserves the authority to allow or reject any application for the use of Wharton ISD facilities. The following guidelines shall pertain to all groups who desire to use Wharton ISD facilities in accordance with these procedures.

1. COMPLIANCE WITH LAWS, RULES, REGULATIONS AND POLICIES

No school facility shall be used by any group or individual who is not in compliance with the requirements of all Federal or State statutes, regulations and rules prohibit discrimination on the basis of race, religion, color, sex, national origin, handicapping conditions, age or other classification. State law prohibits the use of alcohol on school property. All laws (federal, state, and local) and Wharton ISD policies are in effect 24 hours per day. Contraband shall include, but not be limited to drugs, drug paraphernalia, weapons, and/or alcohol. District Police Officers, or any other law enforcement officer, shall enforce the law and arrest individuals for the violation of any law including but not limited to possession or consumption of alcohol on school property, drug law violations, weapon law violations, disruptions, trespassing, and violation of any traffic laws. The District's "Tobacco Free Policy" prohibits the use of tobacco in **ANY** form, in or on any District property or any location leased by the District where a user group is being held. The policy includes, but is not limited to, all buildings, vehicles, property (indoor or outdoor), and all staff, students, parents, visitors, and patrons. (GKA-Legal, Education Code 38.006)

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2. VIOLATION OF LAWS, RULES, REGULATIONS AND POLICIES

Any misrepresentation by any organization and/or individual, any abuse of any District property, any violation of state, local or federal law and/or any violation of any District policy, rule or regulation may result in: 1) the immediate termination of the contract; 2) the requirement to immediately vacate the premises; and/or 3) the denial of that organization's and/or individual's request for future use of the premises.

3. YOUTH GROUPS

Youth groups using District facilities, unless otherwise specified, must be composed of at least 50% of students from the District. A student verification list must be turned in with each request for lease of facilities.

4. LONG-TERM LEASES

A Long Term Lease is defined as a lease consisting of three (3) or more rentals in a four (4) week period. This will require an MOU to be signed by the Superintendent of Schools. Rentals lasting longer than 3 months are prohibited unless approved by the Board of Trustees.

Organizations desiring to rent a facility on an extended basis shall be allowed to lease campuses as determined by the District. Rental of any campus will require Wharton ISD staff representative to be on site for the total hours of each event, at the designated rate per hour. These regularly scheduled events must only be held on Saturday or Sunday mornings in order to allow Wharton ISD staff ample time to prepare for school.

Organizations renting facilities on an extended basis must be comprised of at least 75% of residents residing in District boundaries. A membership roster reflecting member addresses must be provided to the Superintendents' designee upon request.

Organizations shall be charged a designated rate per hour per use of the facilities for the entirety of the leasing period.

5. RESTRICTED USE OF CERTAIN AREAS

Certain areas such as laboratories, shops, and open teaching areas are not available for public use. Auditoriums may be used by non-profit organizations for general youth group leadership-training event; by performance studios for annual recitals or one-time events; by groups promoting educational goals consistent with Wharton ISD; and by established business partners for approved training or employee recognition events. If a Cafeteria space is expressly used for those purposes,

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then it shall be classified as an “Auditorium”. The athletic type facilities will be available to rent only with the approval of the Operations Department.

Signage that is placed on school property to advertise an event must be placed and removed on the same day of the event.

6. RESTRICTED USE DATES

Facilities cannot be reserved for rental until September of each year to allow campus staff the opportunity to set campus schedules. There will be no rental of facilities on Sundays, during Thanksgiving Break, Winter Break, Spring Break or the months of July and August. In the event the District must close campuses for any reason (i.e. bad weather, emergency repairs, etc.) events will be cancelled. Any prepaid fees will be reimbursed.

7. ACCESS TO FACILITY KEYS

Only authorized employees of the school District shall be permitted to have keys to District facilities. Access to the facilities will be arranged as a part of the Rental Agreement.

8. CUSTODIAL AND OTHER SERVICES

Base fees charged to paying groups shall include only the use of the facility. The use of at least one (1) custodian will be required for all facilities usage agreements. Any specific service required shall be paid for in addition to the base fee. The rental of the facility may require the service of Wharton ISD Police Department personnel in addition to custodial service. The decision as to whether security and additional custodial service is required is at the sole discretion of Assistant Superintendent of Operations, and not subject to negotiation.

9. PROPERTY DAMAGE

Damages to District property that occurs during the rental period of the facility shall be paid for by the renting group or covered through insurance policy, whether caused by the renting group or its patrons. Misuse or abuse of District equipment and/or facilities will result in the immediate denial for further use.

10. INSURANCE

All groups must sign a Rental Agreement and must furnish liability insurance prior to approval for use. Any organization using school facilities must provide an original Certificate of Insurance at time of Rental Agreement signing, with Wharton ISD named as the Certificate Holder, indicating a

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minimum or \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability coverage. In addition, Wharton ISD must be named as an additional insured on this policy.

The insurance requirement may be waived by organizations that exist for the improvement of educational opportunities in the District, subject to approval by the Superintendent.

11. ATTENDANCE BY GENERAL PUBLIC

Any group renting or using a building for an occasion which the general public is eligible to attend shall be held responsible for the treatment of the property by the general public during that time. The group shall, at the discretion of the Superintendent's designee, be required to employ law enforcement officers to help ensure the safety of attending persons as well as to help prevent the destruction of school property. Employment of law enforcement officers does not release the renting or using group from liability for any damages incurred and/or injuries sustained while the building is occupied by the using group. Numbers of officers are at the discretions of WISD.

12. SUBSEQUENT AGREEMENT

After the original agreement, groups or organizations desiring to continue to use the facility shall be required to submit a new application. Changes made after the original agreement is signed which affect the amount to be charged and/or the conditions of the Rental Agreement shall necessitate the signing of a new agreement to supersede the original agreement.

13. USE OF SCHOOL KITCHEN

Federal regulations do not allow for Wharton ISD to allow access to kitchen or serving line areas.

14. DISTRICT STAFF

The District shall furnish the necessary staff to open, clean and close the property. If the building is being rented or used during hours when District staff members are normally on duty and it is determined by the Assistant Superintendent of Operations that no additional cleanup is warranted, there will be no charge for this service. However, if the building is being rented or used for hours during which District staff members are not normally on duty, the Assistant Superintendent of Operations shall assign the number of staff necessary to maintain the facility.

15. DESIGNATED REPRESENTATIVE

Any group renting or using District facilities shall designate one member of the group to be responsible for the program or activity. The person shall, in turn, be responsible to Wharton Independent School District.

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16. WHARTON ISD STAFF CAMPS

Any Wharton ISD staff member conducting a camp must be a full-time employee. The camp shall not be sponsored by a private organization. Financial assistance shall be provided to participants that qualify for the National School Lunch Program.

17. RENTAL AND PAYMENT TERMS

Cashier's checks or Money Orders shall be made two (2) weeks prior to rental request, payable to the Wharton Independent School District. Rental time shall be charged from the time the renter enters the building until the renter leaves the building (set-up time until break-down time).

18. CANCELLATION OF EVENTS

Cancellation by using groups is required two weeks in advance of the event in order to receive refund of half of prepaid fees. Cancellation must be received by the District Operations office in writing.

19. EXCEPTIONS AND MODIFICATIONS

Wharton ISD recognizes the need to allow exceptions for, or make modifications to, these procedures and guidelines as it applies to the best interests of the District. As such, the Superintendent reserves the authority to make exceptions or modifications to these procedures and guidelines without notice.

CLASSIFICATION OF GROUPS

Groups that may be allowed to use or rent District facilities shall be classified as either "non-paying groups" or "paying groups".

A. NON-PAYING GROUPS

1. Student, staff and parent organizations directly related to the District shall have the use of facilities as scheduled by and under the supervision of the Principal without charge.

Examples: (non-exhaustive)

- a. School student organizations
- b. PTA/PTO/Booster Clubs
- c. Educational professional organizations for Wharton ISD staff
- d. School clubs and activities
- e. City of Wharton

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Non-Paying groups shall under no circumstances sub-lease or sponsor an activity for which a charge is assessed. Nor should they advertise for business without an advertising agreement with Wharton ISD that complies with the district policy on advertising. (Policy will be made available upon request).

- 2. Non-profit 501(c)3 non-school youth organizations holding an IRS tax-exempt status (available upon request to District), whose efforts support the goals, curriculum and student development practices of Wharton ISD and is comprised of 50% of students attending Wharton ISD schools shall not be charged for facilities utilized between the time of student dismissal and an agreed upon time as set by the Principal on school days. Examples: (non-exhaustive)
 - a. Boy/ Girl Scouts
 - b. Just Do It Now
 - c. Special Olympics

B. PAYING GROUPS

The specified District facilities shall be available for rental to the following in priority order and at fees established by the District.

CLASSIFICATION I – Non-profit groups and activities which serve the youth and community.

Examples: (Non-exhaustive)

- 1. Youth Groups and Organizations
 - a. Boys and Girls Clubs
 - b. Local Youth Sports Associations (that does not meet the 50% composition of Wharton ISD students).

- 2. Civic and Homeowner’s Associations
 - a. Rotary Clubs
 - b. Lions Clubs
 - c. Chamber of Commerce
 - d. Political Meetings

- 3. Religious Groups

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CLASSIFICATION II – Wharton ISD staff sponsored camps. Staff members must be under contract to Wharton ISD and represent no outside private organization.

Examples: (Non-exhaustive)

1. Athletic Camps
2. Drill Team/Dance Camps
3. Cheerleading Camps
4. Band Camps

CLASSIFICATION III – Profit making groups and/or activities that serve school or District purposes. (staff or none staff)

Examples: (Non-exhaustive)

1. SAT Instruction – if conducted by outside private organizations
2. Drill Team/Cheer/Dance Camps/Recitals – if conducted by outside private organizations
3. Instructional Private Organizations
4. Performance Based Organizations
5. Fee and Profit Based Youth Sports Organizations

CLASSIFICATION IV – UIL TEAMS OR TEXAS SCHOOL DISTRICTS OTHER THAN WHARTON ISD

SERVICES PROVIDED

A. NON-PAYING GROUPS

Non-Paying groups shall be required to pay for services of staff under the following conditions:

1. When the facility is used on days or during hours when District staff is not scheduled to be on duty.
2. When District staff must provide services to non-paying groups that they would otherwise not be required to provide. Examples of required services: (Non-exhaustive)

1. Custodians -	\$20.00 per hour	5. Technology -	\$35.00 per hour
2. Food Service -	\$20.00 per hour	6. Supervisor -	\$50.00 per hour
3. Maintenance -	\$25.00 per hour		
4. Security -	\$40.00 per hour		
3. During times of pandemic or other health crisis that has demanded heightened attention to cleanliness for the sake of safety all groups will be required to pay for custodial services.
4. Security is required for all groups. A group may provide their own security but they must utilize a certified Texas Peace officer. All security will be vetted through the WISD Police Department.
5. Four (4) hour minimum on all services provided

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Non-paying groups that want to use the facility for multiple days (not to exceed 6 consecutive days) will receive a discount for required services from the district.

Multiple day use Fees will be discounted in the following manner:

- a. 4 consecutive days or less – non-paying groups will be charged for 2 days of required services
- b. 5 - 6 consecutive days – non-paying groups will be charged for 3 days of required services

B. PAYING GROUPS

Paying groups using District facilities shall be required to pay for the use of staff. Examples of requested services: (Non-exhaustive)

- 1. During times of pandemic or other health crisis that has demanded heightened attention to cleanliness for the sake of safety all groups will be required to pay for custodial services.
- 2. Security is required for all groups.
- 3. Four (4) hour minimum on all services provided

1. Custodians	-	\$20.00 per hour
2. Food Service	-	\$20.00 per hour
3. Maintenance	-	\$25.00 per hour
4. Security	-	\$40.00 per hour
5. Technology	-	\$35.00 per hour
6. Supervisor	-	\$50.00 per hour

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BUILDING RENTAL FEE SCHEDULE

PAYING GROUPS – CLASSIFICATION I

NON-PROFIT GROUPS & ACTIVITIES SERVING YOUTH & COMMUNITY

AREA	Minimum Hours	Rate/Hour/Event
<u>WHARTON HIGH SCHOOL</u>		
Competition Gym		\$50
Old Gym		\$25
Auditorium		\$75
Atrium Theatre (TBA)		\$50
Cafeteria		\$25
<u>WHARTON JUNIOR HIGH</u>		
Competition Gym		\$50
Old Gym		\$25
Cafeteria		\$25
Football Field without Lights		\$50
(If striping is required at the field there will be an additional \$275 charge for paint and labor)		
<u>WHARTON ELEMENTARY & SIVELLS</u>		
Gym		\$50
Cafeteria		\$25
<u>ATHLETIC FACILITIES</u>		
	Per Day	
Eddie Joseph Memorial Stadium		\$150
(Rental of Eddie Joseph Memorial Stadium does not include press box or concession) The Press box can be utilized if a group pays for Technology services.		
Tennis Courts		\$25
Softball & Baseball Stadium		\$75

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BUILDING RENTAL FEE SCHEDULE **PAYING GROUPS – CLASSIFICATION II**

WHARTON ISD STAFF SPONSORED CAMPS

OUTDOORS CAMPS ON WHARTON ISD CAMPUSES

\$5.00 per Participant/Per Camp Session

INDOORS CAMPS ON WHARTON ISD CAMPUSES

\$10.00 per Participant/Per Camp Session

NOTE: Camp shall not be sponsored or conducted by a private organization. Financial assistance shall be provided to participants that qualify for the national school's lunch program.

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BUILDING RENTAL FEE SCHEDULE **PAYING GROUPS – CLASSIFICATION III**

PROFIT MAKING GROUPS AND ACTIVITIES

AREA	Minimum Hours	Rate/Hour/Event
<u>WHARTON HIGH SCHOOL</u>		
Competition Gym	2	\$200
Old Gym	2	\$145
Auditorium	2	\$200
Atrium Theatre	2	\$200
Cafeteria	2	\$145
<u>WHARTON JUNIOR HIGH</u>		
Competition Gym	2	\$200
Old Gym	2	\$145
Cafeteria	2	\$145
Football Field without Lights	2	\$75
(If striping is required at the field there will be an additional \$275 charge for paint and labor)		
<u>WHARTON ELEMENTARY & SIVELLS</u>		
Gym	2	\$145
Cafeteria	2	\$145
<u>ATHLETIC FACILITIES</u>		
Eddie Joseph Memorial Stadium	per Day	\$2,000
(Rental of Eddie Joseph Memorial Stadium does not include press box or concession)		
Tennis Courts	2	\$50
Softball & Baseball Stadium	2	\$150

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BUILDING RENTAL FEE SCHEDULE **PAYING GROUPS – CLASSIFICATION IV**

UIL TEAMS OR TEXAS SCHOOLS OTHER THAN WHARTON ISD

FACILITY	Rate
<u>EDDIE JOSEPH MEMORIAL STADIUM (Daily rates)</u>	
Stadium Use	\$2,000
Administrator	\$125
Maintenance/Custodial	\$250
Ticket Sellers (4 @ \$45)	\$180
Ticket Takers (4@\$45)	\$180
Clock Operator	\$70
Play Clock Operator	\$70
Scoreboard Operator	\$70
Announcer	\$70
Spotter	\$40
Police (4 @ \$160 for 4 hours)	\$640
EMS/Ambulance (2 @ \$80 for 4 hours)	\$160
Traffic Control	\$100
Officials	TBD
Playoff Game Ball	\$300
Game Financial Report	<u>\$25</u>
Total	\$4280 plus cost of Officials
<u>HIGH SCHOOL GYMNASIUM (Daily rates)</u>	
Gym Use	\$350
Administrator	\$125
Ticket Sellers (2 @ \$25)	\$50
Clock Operator	\$25
Scorer	\$25
Custodian	\$80
Police (4 hours @ \$40 p/hr)	\$160
HVAC	\$150
Game Financial Report	<u>\$25</u>
Total	\$970

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BUILDING RENTAL FEE SCHEDULE **PAYING GROUPS – CLASSIFICATION IV**

UIL TEAMS OR TEXAS SCHOOLS OTHER THAN WHARTON ISD (Cont.)

<u>FACILITY</u>	<u>Rate</u>
<u>TIGER BASEBALL AND SOFTBALL (Daily rates)</u>	
Field Use	\$200
Administrator	\$75
Groundskeeper (3 @ \$35)	\$105
Ticket Seller	\$35
Official Scorer	\$30
Scoreboard Operator	\$30
Announcer	\$30
Custodian (4 hours @ \$20 p/hr)	\$80
Police (4 hours @ \$40 p/hr)	\$160
Game Financial Report	<u>\$25</u>
Total	\$750

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FACILITIES USAGE APPLICATION

Requesting Party: _____ Contact Person: _____

Phone: _____ Address: _____

Description of Activity: _____

Campus Site: _____ Facility Requested: _____

Date(s): _____ Times: from _____ am/pm to _____ am/pm #Hours _____

Date(s): _____ Times: from _____ am/pm to _____ am/pm #Hours _____

PAYMENT PROCEDURE: Payment is to be made by cash or money order in full at least ten (10) days prior to rental.

INSURANCE POLICY: Company: _____ Policy Ref # _____

With my signature as my confirmation, I attest that I have read and understand Wharton ISD's Facility Use Guidelines, will abide by its requirements as stated therein, and will be responsible for any fees associated with the rental of this facility. I understand that additional fees may be assessed as required.

COMPLETED BY WHARTON ISD

Approved Denied District Representative: _____ Date: _____

Pay or Non-Pay Group? _____ Classification: I II III IV

If denied, reason for denial: _____

Communicated to Campus _____
Name Date

Communicated to Athletics _____
Name Date

Other Communication: _____

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EVENT REQUEST FORM

Please attach this form to the Application, and send or deliver your request to Nicole Hammond, Operations Administrative Assistant. nsnow@whartonisd.net or 979-532-6204

Event Name

Event Description

Public Event (Will this event be viewable by the community?)

Location (Campus)

Area

Date of Event

Begin Setup Time

Begin Event Time

End Event Time

Tear Down Time

Number of Attendees

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Contact Name

Contact Phone Number

Contact Email Address

Event Setup Description

Number of Tables Needed

Number of Chairs Needed

Food (Yes or No)

Technology Needs

Custodial Needs

Maintenance Needs

Attachments (Make sure a map is attached for event setup instructions)

Additional Needs (Set up map, etc.)

Date Submitted

District Representative Signature

Principal or AD Signature

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FEE CALCULATOR (ESTIMATED)

Field Usage Fee- Daily Rate	\$200
Administrator (per game)	\$75
Maintenance (\$25/hr- 4 Hr minimum)	\$100+
Ticket Seller/Scanner (per game)	\$35
Official Scorer (per game)	\$30
Scoreboard Operator (per game)	\$30
Announcer (per game)	\$30
Custodian (\$20/hr- 4 Hr minimum)	\$80+
Police (\$40/hr- 4 Hr minimum)	\$160+
Game Financial Report	<u>\$25</u>
Estimated Total for Friday May 5th	\$765

NOTE: Officials are NOT included in this estimate and will be added to the invoice.

Please note this is just an Estimate. Additional fees/charges may apply upon Invoicing. Ticket Sales will be deducted from the total and both participating Schools will be invoiced equally for any remaining amount owed. In the event Ticket Sales exceed the Invoiced amount, both participating schools will be reimbursed equally for the exceeded amount. All invoices, financial reports, and communications will be provided to the School/Representative on the signed Facility Use Agreement and it will be their responsibility to provide that information to the other participating school(s).

Invoices are Payable by Check or Money order to Wharton ISD

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HOLD HARMLESS AGREEMENT

I, _____, am the duly authorized representative of _____, and am empowered to enter into this agreement on behalf of the aforementioned organization or company. I understand that the Wharton Independent School District has insurance which protects the Wharton Independent School District, its employees, agents, and properties, for school district sponsored and supervised events only. My company or organization understands and agrees that it shall provide proof of full liability insurance coverage to the Wharton Independent School District upon request, and that it shall assume full responsibility for any property damage suffered by the Wharton Independent School District as a result of the event or function involved. Furthermore, my company or organization agrees to hold harmless and indemnify for any damages of the Wharton Independent School District as a result of any claim for compensation as a result of any injuries of persons or damage to any property which may occur while my company or organization has the right to the use of any facilities owned or operated by the Wharton Independent School District.

Signed: _____

Date: _____

Witnessed: _____

Date: _____