FACILITY RENTAL PACKET

HOW TO MAKE FACILITY RENTAL ARRANGEMENTS

- ❑ Before completing the ***FACILITY USE REQUEST*** (found **here**), applicants must read and agree to requirements of this packet.

- ❑ Submit specific details, such as: dates, times, special equipment/security needs when you submit the Packet to the Facilities Manager.

- ❑ Groups must show evidence of liability insurance in the amount of $1,000,000 per occurrence/ $2,000,000 aggregate with the Santa Fe Independent School District listed as additional insured and waiver of subrogation.

- ❑ Once your Packet has been reviewed and approved, you will receive a permit listing applicable fees.

- ❑ Your payment is due to the Facilities Manager at least 10 days before the scheduled event.

- ❑ Reservations will be made on a "first-come, first served" basis.

- ❑ Santa Fe Independent School District reserves the right to reject any requests not in the best interest of the District.

- ❑ If you any questions concerning these procedures or guidelines, please call 409-925-9200.

Santa Fe ISD
Maintenance & Operations Office
PO Box 370
Santa Fe, TX 77510

Topic: Facility Rental Procedures October

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Reference or Contact: Facility and Maintenance Director

The following is information and procedures pertaining to renting District facilities.

1. **PHILOSOPHY.**

Public school buildings are provided primarily for the regular educational program of the Santa Fe Independent School District and they must be maintained at all times in a satisfactory manner for this essential purpose. The Board of Education has attempted to provide maximum use of public school facilities within the framework that will assure the taxpaying public that school facility use is in no way detrimental to the regular educational program. The use of public school facilities outside of school hours will be granted for educational, cultural, recreational and civic activities as freely as is consistent with the statutes, the primary purpose of the schools, and the rules and regulations of the Board of Education. The Santa Fe Independent School District reserves the right to reject any requests not in the best interest of the District.

2. **PURPOSE.**

The purpose of this packet is to provide opportunities to participate in educational and recreational activities through the establishment of a building and facilities rental fee schedule and procedures.

3. **CONDITIONS**.

The following guidelines shall apply to all non-school groups desiring to use District facilities in accordance with policy GKD [Local], policy GKD [LEGAL] and applicable administrative regulations.

a. The program of activities must be suited to the available facilities; they must be of an educational, cultural, recreational or civic nature.

b. The agency or group requesting the use of the facility shall pay cost of operating expenses and personnel expenses for supervision, custodial services, food services, security, and technology services. The group or agency shall assume full responsibility for any damage to district property beyond that resulting from reasonable usage.

c. A district employee shall be on duty at any time a school facility is in use by a non-school group.

d. Except as otherwise provided in this policy, at least 60 percent of the membership of any group using district facilities must be district residents.

e. Minors shall not be permitted to assume responsibility for engaging the use of school facilities.

f. Only authorized employees of the district shall be permitted to have keys to district facilities, **unless prior arrangements are made with the Facilities Manager.**

g. All users shall restore the facilities to the condition in which the group found them prior to use. Designated administrators may use checklists or other means to document the original condition.

h. Food and Drinks are not allowed at the indoor facilities except cafeterias when the kitchen is rented.

i. The user shall pay for any damages to the property. Misuse or abuse of equipment or facilities shall result in immediate denial of further use.

j. All users shall comply with applicable policies, administrative guidelines, and fee schedules established by the district for the facility being used. Any group that does not comply with appropriate policies and guidelines shall be denied further use of district facilities.

k. Certain areas, such as laboratories, shops and offices, shall not be available for public use.

l. Certain equipment, such as audio-visual equipment and instructional materials, shall not be available for non-school use.

m. Use of the school buildings and their equipment shall be authorized upon written contract issued by the Facilities Manager in accordance with the rules of the Santa Fe ISD School Board.

n. Use of public school facilities for subversive purposes, for private gain or for any purpose not in the public interest is prohibited.

o. Smoking and the use of tobacco products, the use of alcoholic beverages, drugs and/or the distribution of advertising of alcoholic beverages or of dealers in such beverages in school buildings or on school premises are prohibited.

p. All applicable fire and safety regulations of the Board of Education, the City of Santa Fe and the State of Texas must be followed at all times.

q. The applicant, organization, association, or renter agrees that it shall defend, hold harmless and indemnify the Santa Fe Independent School District, Board of Education and employees from any and all demands, claims, suits, action and legal proceedings brought against it from the use of facilities.

r. A certificate of general liability insurance shall be issued to the district prior to the use of a facility in the amount of $1,000,000 per occurrence/$2,000,000 aggregate with Santa Fe Independent School District listed as the additional insured and waiver of subrogation.

s. Events open to the public or events at which a large number of participants are expected may require the use of security personnel, through the Santa Fe ISD Police Department. The number of officers required for the event will be determined by Santa Fe ISD Police Department based on the expected number of visitors.

t. Applicants who fail to give the district written notice of cancellation at least 24 hours in advance of the scheduled activity will be responsible for the same costs that would have been incurred had the activity been held as scheduled. If notice of cancellation is made by telephone, a written confirmation of this cancellation must be forwarded to the Facilities Manager.

u. Only the areas or rooms specified in the ***PERMIT TO USE PUBLIC SCHOOL FACILITIES*** will be used.

v. Santa Fe ISD reserves the right to revise rental rates and procedures at any time.

4. **PRIORITY**.

The Santa Fe ISD has approved three categories for using school district facilities:

School Sponsored Events	Approved school activities, public elections, and other government activities - No fees or insurance required.
Non-Profit Rental	Organized non-profit community, educational development, and religious groups
Community Rentals	Organized cultural and private groups

5. **RENTAL TIME**.

All rental time shall be computed from the time of requested opening to closing of the doors.

a. Persons lingering in the building shall be the responsibility of the renting agency and closing time shall be the time when all persons associated with the rental have left the building.

b. The fee will be adjusted for additional time including cost for security personnel, custodial personnel, and other rental costs.

6. **SUPERVISION**.

The assigned supervisor is responsible for oversight of the building and facilities used during the rental period. All renting groups must provide adequate supervision to maintain order and prevent damage to school property.

a. The activity must be under competent adult supervision and/or leadership. The District reserves the right to judge the adequacy of such supervision and if in its judgment it is advisable to do so, may require a person or persons to be assigned to the function and the applicant pay for the services.

b. Buildings may not be left without such supervision while occupied.

7. **CONDUCT**.

All groups shall comply with the policies and regulations as established by the district for the facility to be used. Violations of these policies, rules and regulations or inaccurate or untruthful statements in

the application may place the organization on the ineligible list for future use of school facilities. Contracts may be canceled at any time there is evidence that District policies and regulations are being violated. In case of cancellation, Santa Fe ISD assumes no liability other than the return of fees charged for unused facilities.

8. **GYMNASIUMS**.

Gymnasiums shall be rented only where adequate protection of the gym floor and participants is assured by the renting agency. The renting agency shall pay for any damages caused to the gym, equipment, or floor.

9. **BUILDING EQUIPMENT, KEYS, AND PROPERTY**.

Equipment, keys, and property shall not be loaned or removed from the building, **unless prior arrangements are made with the Facilities Manager.**

10. **FACILITIES RENTAL FEE SCHEDULE**.

The Building Rental Fee Schedule shall be established by Santa Fe ISD. The rental fee schedule is subject to annual review by the Facilities Use Committee. The ***FACILITIES USE FEE SCHEDULE*** is the list of current charges for facility rentals for the District.

11. **COLLECTION OF FEES**

The Facilities Manager will establish a process for billing, monitoring, and collection of fees. Facilities rental payments will be deposited into the general operating account. Late payments are sufficient grounds for denying future facility usage.

12. **DEPOSIT.**

The District reserves the right to require deposits up to $500.00 but not greater than 50% of the total facilities rental fees prior to leasing a school facility. The deposit must be paid prior to the rental of the facility. The deposit will apply to rental fees if no damages are incurred. In the event that damages incurred are greater than the deposited amount, the using group will be billed for the difference. If the event is canceled, a refund will be mailed to the organization within 10 business days of the scheduled event.

13. **SIGNAGE**.

Signs advertising group's events or activities are permitted only during rental times. Signs are not permitted during normal school hours or overnight. Signs should comply with applicable city ordinances.

14. **ADDITIONAL CHARGES**.

The Facilities Manager shall establish additional charges for:

a. School equipment (spot lights, microphones, etc. and supplies used by the renting agency.)
b. The cost of all stagehands, light crews, sound technicians, security, ushers, etc. shall be in addition to the basic fee.
c. Field lights, sound, scoreboards, field technicians and setup of fields will be in addition to the basic fee.

15. **STORAGE**

Renting organization will not store equipment, supplies, or materials in Santa Fe ISD facilities unless prior arrangements are made with the Facilities Manager. Any storage arrangements that are made will be strictly temporary. The district is not responsible for items left in school facilities.

16. **EXCEPTIONS**.

The District Facilities Manager may grant classes conducted for the benefit of students, such as private music lessons, private tutoring, and athletic camps on a case-by-case basis.

17. **CLASSIFICATION OF GROUPS**

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

A. NON-PAYING GROUPS

1. As per the facility rental procedures 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 professionals organizations for Santa Fe ISD staff
    d) SFISD School clubs and activities

Non-Paying groups shall under no circumstances sub-lease or sponsor an activity for which a charge is assessed.

2. Non-school youth organizations comprised entirely of students attending Santa Fe 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, unless such groups fall under the category of a Paying Group. Examples: (non-exhaustive)

    a) Boy Scouts
    b) Girl Scouts
    c) Special Olympics
    d) Youth Sports Associations serving more than 100 participants, accepting of all participants, and fees are below $150.00 per participant

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. Civic and Homeowner's Associations
   a) Rotary Clubs
   b) Lions Clubs
   c) Chamber of Commerce

2. Any religious groups (Long-term use for religious services prohibited)

CLASSIFICATION II – Santa Fe ISD staff sponsored camps and SFISD student organizations. Staff members must be under contract to Santa Fe ISD and represent no outside private organization. Examples: (non-exhaustive)

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

CLASSIFICATION III – Private, profit or select groups and/or activities that serve school or District purposes. Examples: (non-exhaustive)

1. SAT Instruction – if conducted by outside private organizations
2. Drill Team/Cheer Camps – if conducted by outside private organizations
3. Instructional Private Organizations
4. Performance Based or Select Athletic Extra Curricular Organizations - (participants are selected on the bases of skill or tryouts)
5. Fee and Profit Based Youth Sports Organizations – if the organization charges participants fees in excess of $150 per player to participate