

GKD (REGULATION)

Lessees of District facilities shall follow specified regulations¹:

1. Lessees may use the facility only for the purposes consistent with law, as provided in District policies and procedures including but not limited to Board Policies GKD (LEGAL), GKD (LOCAL) and GKD (EXHIBIT), and outlined in the Facilities Rental Agreement with the District.
2. Other than use by individuals / groups eligible to use District facilities under Board Policies FNAB (LEGAL), FNAB (LOCAL), GE (LEGAL) and GE (LOCAL), Lessees may not charge for admission to their event. Lessees may not use facilities for purposes which are solely or primarily commercial in nature or purpose. A commercial purpose is one in which the user conducts business – the exchange of goods or services for monetary value – on the premises. With written authorization from the District, Lessees may allow vendors to attend their event for the purpose of fundraising for the Lessee’s organization. Vendors must comply with all of the guidelines outlined for Lessees.
3. The District shall have first priority on facility use and may cancel any agreement on any facility by giving notice 24 hours prior to the event if the District determines that it must use the facility for a function directly related to the operation of the District.
4. The District may also cancel an event with less than 24 hours’ notice under such emergency circumstances that would preclude the safe occupancy and use of the leased facility and/or if an unexpected conflict arises with a District activity.
5. Lessees must guarantee school officials that the activity is lawful, that behavior will be orderly. Lessee will abide by all laws and District policies, including but not limited to, those prohibiting the use, sale, distribution, or possession of alcohol, illegal drugs, firearms, tobacco products, e-cigarettes, and/or items deemed to be in violation of Chapters 42 and 43 of the Texas Penal Code, on District property.
6. A damage deposit fee of one hundred dollars (\$100.00) is required at the time the application is submitted. The deposit will be refunded after the facility is inspected and deemed to be returned in its original condition. The District may revoke its permission to use the facility at any time it is determined that a group’s use damages or threatens to damage school property or violates Board policy and/or administrative regulations. Lessee accepts full responsibility for protecting school property and equipment and assumes any and all liability for repairs or replacement or for any damage done to buildings, equipment, or other school property used by the Lessee.

¹ The term “Lessee” as used throughout applies to the individual / group renting a facility and any attendees and/or participants that access District property during the Lessee’s rental period.

7. All reservations **must** be made through the Auxiliary Services department at (469) 952-5400 Ext. 2072.
8. Reservations for facilities will not be confirmed more than 90 days in advance.
9. Reservations for buildings or facilities must be requested at least 30 days in advance of use. Lessee will furnish evidence of liability insurance coverage for the event and will name the District as an additional insured on the policy as specified by the District. Lessee understands and accepts that the District's insurance provides no coverage for the Lessee or any other user other than the District. The certificate of insurance must be presented to the District at least one week prior to use. Failure to provide insurance on time will result in immediate cancellation.
10. Inaccurate or untruthful statements made in rental applications or contracts or violation(s) of rules and regulations for use of District facilities may result in permanent cancellation of the Lessee's use of District facilities.
11. After the effective date of this regulation, if an entity has rented a facility 12 times at the regular rate in a calendar year, without any late payments, and demonstrated adequate care of the facilities; they shall receive a 10% discount to the applicable rate. Entities receiving a 25% discount as of the effective date of this regulation may continue eligibility for the discount at the 25% rate if they continue to meet eligibility requirements. Eligible entities must continue meeting eligibility requirements to receive the discount.
12. Facility use must be under the direct supervision of the person making the reservation.
13. Lessees must agree to assume all liability and hold harmless and indemnify the District, its Board members, employees, and agents from any and all liability arising out of the Lessee's use of District facilities.
14. Rental of elementary classrooms will be permitted only with approval of the principal and the affected classroom teacher. Any requests for secondary classroom use will be evaluated based on availability and appropriateness.
15. Lessees may reserve and use PISD facilities from 6:00 pm – 10:00 pm on school days or from 7:00 am – 10:00 pm on non-school days providing a school group has not reserved the facility. Facilities are not available for use during school holidays, testing weeks, or the month of August (exception if long term leases). School facilities may not be rented for use past 10:00 pm. Reservation times must be inclusive of set-up and clean-up. Facilities are available at the time reserved, there is no early entry, and the room must be vacated by the end of the scheduled time.

16. The District and/or Lessee will not alter facilities for the purpose of rental. Nails, tape, thumbtacks, or other fasteners may not be used to attach anything to the structure or to the furnishings. Candles are not permitted.
17. Lessees are responsible for providing all consumable products. The district will not store, nor will be held responsible for, any property and/or equipment of the Lessee, attendees, or other third parties in the facilities.
18. The District employee assigned to open and close the building will be in charge of the building and will remain on duty for the entire period of activity to ensure compliance with District policy. Additional charges for this person will be billed to the Lessee.
19. Any and all communications with the public by the Lessee, as defined in GKD (LOCAL), shall clearly state the event is not sponsored by the District as well as identify the nature of the activity and the sponsoring organization.
20. Lessee will provide the required number of TCOLE licensed / certified security according to the schedule outlined in the Facilities Use Agreement. Additional charges for this person will be billed to the Lessee.
21. Extra charges will be assessed for equipment use other than tables and chairs (for example, piano and public address system). The District does not assist in technical support, room set up or take down, or other materials needed including, but not limited to projectors, screens, sound equipment, extension cords, easels or sign holders.
22. Any equipment malfunction at the school will not result in a refund to the Lessee.
23. An employee of the food and nutritional services department of the District must be present if the kitchen is used at any facility. City of Princeton sanitation guidelines require the presence of a certified sanitation person when food is prepared/served in District facilities. Additional charges for this person will be billed to the Lessee.
24. A rental agreement must be signed by the primary user and total payment for all charges/deposits must be received at least seven (7) days prior to the date of facility use. Rental agreements are nontransferable.
25. It shall be unlawful for any person to operate or drive a motor vehicle in and upon all property within the District, except on paved roadways and parking areas specifically designed for motor vehicle traffic.
26. Lessees are responsible for restoring all facilities to the condition observable prior to this use in accordance with applicable procedures for each facility.

27. Lessees must sign an affidavit prior to rental verifying the Lessees' compliance with District policies regarding criminal background checks for Lessee and/or Lessees' employees and volunteers, as required under Board Policies Board Policies CJA (LEGAL), CJA (LOCAL), GKC (LEGAL) and GKC (LOCAL). Specifically, as a contracting or subcontracting entity, Lessees may not permit a person, as described in policy, to provide services at a school if the employee has been convicted of a felony or misdemeanor offense that would prevent a person from being employed under Education Code 22.085(a).
28. Lessees will not be permitted to post signs on District property.
29. Lessees will not use the facility for political advertising, campaign communications, or electioneering, as those terms are used in state law.
30. Gymnasium use shall be subject to the following guidelines:
 - a. Use must be scheduled by an authorized representative of the organization. Coaches for individual teams are not allowed to reserve District facilities.
 - b. School events have priority at all times and may cause rescheduling of practices and games. Every effort will be made to provide advance notice of any conflicts.
 - c. The scheduling organization is the responsible party. Scheduled times for usage should be respected and maintained. Concerns, complaints, and the like, regarding times and sites of practices/games should be handled by that organization, not the school District or the school principal.
 - d. All individuals participating in the Lessee's event should have adult supervision at all times while on District property.
 - e. No food or drinks are allowed in the gymnasium building.
 - f. School custodians and other school staff shall be treated with respect and courtesy at all times.
 - g. School telephones are to be used for emergencies only and may be out of use for repair. Calling for parental pickups is not an emergency.
 - h. All bulletin boards, wall posters, permanent fixtures, furniture, or equipment shall be left undisturbed.
 - i. Failure to comply with gymnasium use rules may result in suspension of gymnasium use privileges.
31. To support the District's legitimate governmental interest in maintaining order, legal compliance, and limiting substantial disruption to District facilities, Lessees are expected to comply with all District policies and procedures regarding conduct while on school property, as outlined in applicable policies, laws and regulations. Further, Lessees are expected to enforce all District policies and procedures regarding conduct while on school property for all event attendees and participants. Reservations may be canceled, revoked and/or denied in the future if the District determines Lessees and/or their attendees are not in compliance. All limitations outlined herein will be applied in a viewpoint neutral, non-discriminatory manner. Conduct expectations include, but are not limited to:

- a. Lessees may not cause a substantial disturbance to the facility and/or District operations.
- b. Lessees may not utilize or distribute alcoholic beverages on District property as part of any event.
- c. Engaging in conduct prohibited under applicable laws and policy, including but not limited to, conduct prohibited under Texas Penal Code Chapters 42 and 43.
- d. Animals and pets, other than service animals or part of a District-approved event, are prohibited.
- e. Lessees, their invitees, and/or vendors (as specified herein), may not engage in the following activities and/or distribute materials in violation of the following restrictions, while in / on District facilities:
 - i. **Disruption:** There is reasonable cause to believe that the activities and/or distribution of the nonschool materials would result in material and substantial interference with school activities or the rights of others.
 - ii. **Harm to rights of others:** The activities and/or distribution of the materials would violate the intellectual property rights, privacy rights, or other rights of another person.
 - iii. **Hate speech:** The activities and/or materials are hate literature, speech or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the activities and/or materials would materially and substantially interfere with school activities or the rights of others.
 - iv. **Inciting lawless action:** The activities and/or materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
 - v. **Obscenity:** The activities and/or materials are “obscene” as defined in Texas Penal Code Chapter 43.
 - vi. **Promotion of illegal drugs:** The activities and/or materials promote illegal use of drugs, alcohol, or other controlled substances.
 - vii. **Threats to health or safety:** The activities and/or materials endorse actions directly endangering the health or safety of students.
 - viii. **Vulgarity:** The activities and/or materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.

Failure to comply with any of the provisions outlined herein may result in the cancelation of a rental, revocation of a rental, or denial of future rentals.

Princeton ISD - Facility Rental Fee Schedule*

All rentals require payment of \$25 / hour for a District appointed representative to be present during the entire term of facility rental.

Min Hours Rate/Hour Deposit Additional Requirements

High School / District Facilities

Auditorium	3	\$200	\$200	Lighting Crew
High School Cafeteria	2	\$150	\$100	Cafeteria worker for kitchen use
High School Gym (Auxiliary)	2	\$150	\$100	

Jr. High Facilities

Cafeteria	2	\$100	\$75	Cafeteria worker for kitchen use
Gym (Main)	2	\$150	\$100	
Gym (Auxiliary)	2	\$100	\$100	

Elementary Facilities

Cafeterias	2	\$100	\$75	Cafeteria worker for kitchen use
Gyms	2	\$75	\$50	
Gyms (Godwin, Huddleston)	2	\$100	\$100	

Athletic Fields and Outdoor Facilities (Athletic Department will determine availability)

Softball or Baseball without lights	2	\$75	\$50	
Softball or Baseball with lights	2	\$150	\$50	
Sub-Varsity Stadium without lights	2	\$75	\$50	
Sub-Varsity Stadium with lights	2	\$150	\$50	
PISD Stadium without lights	2	\$400	\$250	
PISD Stadium with lights	2	\$600	\$250	-

Additional Charges when required:

Custodians	\$25 per hour per person
Cafeteria Worker	\$25 per hour per person
Lighting Crew	\$25 per hour per person
Sound Crew	\$25 per hour per person

All prices double for out of district use.

*All Lessees must pay any additional fees for personnel costs including security, food and nutritional services, custodial and/or other costs outlined by District policies and regulations. Rental fees and/or other requirements under the regulation may be waived in the best interests of the District for school-sponsored events, campus- or District-designated school-support events, events sponsored by non-curriculum-related student groups as approved under Board Policy FNAB, or events sponsored by governmental entities duly formed under the laws of the state of Texas or the United States.

Does not apply to Lighted Fields and Auditorium

Playoff Games

Football	N/A	\$3,000	Includes Game Administrator, Security, Gate, Clock, Announcer, and Video Board
Basketball / Volleyball	N/A	\$1,500	Includes Game Administrator, Security, Gate, Clock, Announcer, and Video Board
Soccer	N/A	\$1,500	Includes Game Administrator, Security, Gate, Clock, Announcer, and Video Board
Baseball / Softball	N/A	\$1,000	Includes Game Administrator, Security, Gate, Clock, and Announcer

Required Security

Groups of 1-100	1 TCOLE licensed / certified security
Groups of 101-500	2 TCOLE licensed / certified security
Groups of 501 and above	2 TCOLE licensed / certified security for every 500 attendees