

COMMUNITY RELATIONS:
COMMUNITY USE OF SCHOOL FACILITIES

GKD-R

SUPERVISION	All school facilities shall be under the general supervision of the Superintendent, subject to the terms and provisions of board policy and administrative regulations. School facilities used for athletic events are under the direct supervision of the Athletic Director.
APPLICATION AND APPROVAL	Applications for the use of Kerrville ISD facilities will be submitted to the campus principal of the campus involved. If no campus is involved, the request will be submitted to the Superintendent or designee. Approval for the use of the facility will be obtained from the following: Auditorium, classroom, lab – campus principal Athletic facilities – campus principal and athletic director Food Services facilities – campus principal and food service director Other non-specified facility – Superintendent or designee
STAFF FEE	Use of a facility that requires KISD staff to set up, arrange or supervise for an event, or clean up after the event, when appropriate, will result in a staff fee charge of \$30 per hour per person. A KISD employee will be present when a school facility is being used, unless specifically excluded elsewhere in this regulation. KISD staff will be paid by the school district for the number of hours worked during an event in accordance with payroll policies, and in no instances will be paid by the organization using the KISD facility. Timesheets documenting the event, date, hours worked, employee signature and supervisor signature shall be submitted to the payroll department according to the timelines established on the district payroll calendar.
CONTRACT	A Facility Use Agreement is required for all use of KISD facilities, unless specifically excluded elsewhere in this regulation.
INSURANCE	A Certificate of Liability Insurance is required for all use of KISD facilities, unless specifically excluded elsewhere in this regulation.
HOLD HARMLESS	A Hold Harmless Agreement is required for all use of KISD facilities, unless specifically excluded elsewhere in this regulation.

ACCOUNTING	Receipts and disbursements for KISD sponsored events (see TYPES OR ORGANIZATIONS) will be maintained by the KISD finance department and will be reported in the General Operating Fund or Food Service Fund.
DAMAGES	Any damages to KISD property incurred as a result of an organization using a facility become the financial responsibility of that organization.
TYPES OF ORGANIZATIONS	Fees for the use of KISD facilities will be determined on a three-tier basis, based on the type of organization and purpose of the request. <ul style="list-style-type: none"> I. <u>KERRVILLE ISD SPONSORED EVENTS</u> <ul style="list-style-type: none"> A. <u>Fund Raising</u> – if substantially all of the revenue generated by an event is for the benefit of a particular campus or school activity fund, and if no portion of the revenue is paid in salaries or stipends (i.e. all volunteered man-hours), then no facility fee will be charged. The organization sponsoring the event will only be charged for specific supplies used, if any. Typically, the district will incur employee costs for custodians, food service employees, electricians, painters or grounds crew members. If the organization sponsoring the event chooses to make a donation to the school district to help defray these payroll costs, arrangements should be made with the campus principal. B. <u>School Sponsored Activity</u> – See GKD-R Exhibit II. OTHER NON-PROFIT SPONSORED EVENTS <ul style="list-style-type: none"> See GKD-R Exhibit/User A and B III. FOR-PROFIT SPONSORED EVENTS <ul style="list-style-type: none"> See GKD-R Exhibit/User C
KITCHEN USE	See GKD-R Exhibit/Kitchen Use
ATHLETIC FACILITY USE	Athletic facilities subject to this regulation are defined as all inside and outside competition playing areas.
GENERAL RULES	Arrangements for tables, chairs or special equipment for facilities will be made at the time the application is approved.

The district reserves the right to request payment of fees in advance. A deposit is required at the time the application is approved.

All rules concerning building care and use which apply to students and faculty will apply to others who use the buildings.

Separate arrangements will be made if concession rental is needed by the organization.

A contract for use of the facilities shall not be transferred to a third party.

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