

COMMUNITY RELATIONS:
USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES
DISTRICT-LEVEL

The Board of Trustees permits public use of designated school facilities for educational, recreational, civic, or social activities, when these activities do not conflict with school use or District policies and regulations. In order to prevent excessive wear and tear, the Board shall limit the use of the high school stadium and high school auditorium solely to the District and other educational institutions and groups.

APPROVAL OF USE

As stated in District Policy GKD (LOCAL) - All requests for use of District facilities or equipment shall be submitted to the associate superintendent.

Requests for use by individuals, groups, or organizations to use facilities or equipment for financial profit, partisan political reasons, religious purposes, or serving the individual or group's self-interest shall be approved by the Board.

All other requests shall be approved by the associate superintendent.

See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school-related activities: FM
- Use by non-curriculum-related student groups: FNAB
- Use by District-affiliated school-support organizations: GE
- Use of facility for the sale of food items: CO

Approval shall not be granted for any purpose that would damage school property or to groups that are known to have damaged other rented property or when violence or vandalism has been threatened against school property or personnel.

LEASE AMOUNTS

The following are amounts charged for use of school facilities for non-school purposes:

Building/Room Facility	First-Hour	Hourly Rate Thereater
Classroom	\$15	\$10
Lecture Room/Board Room	\$25	\$15
Concession Stand (Indoor/Outdoor)	\$30	\$20
Cafeteria*	\$35	\$20
Gymnasium	\$55	\$25
Auditorium (High School)	\$850 for a 4-Hour Block	
Athletic Field without lighting (Middle School)	\$100	\$75
Athletic Field with lighting (Middle School)	\$200	\$100
CHS Baseball Field	\$250 per game	
CHS Basketball Gym	\$500 per 4-hours of play-plus labor costs	
CHS Stadium	\$3,000 per game – plus labor costs	
CHS Track and Field	\$1,500 per event – plus labor costs	

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*Does not include kitchen facilities. Use of kitchens is prohibited unless under the supervision of district food services personnel. Fees for food service employees shall be charged at regular hourly rates.

NOTICE REQUIREMENT

Organizations using district facilities will be required to give notice to the Associate Superintendent's Office at least FIFTEEN (15) business days in advance of the event. This notice shall be given through the Campus Administrator via a completed Facility Request Form (Exhibit A). The organization is required to sign an agreement stating the terms of facility use no later than TEN (10) business days prior to the event (Exhibit B, C or D).

EXHIBITS

Use of facilities shall require completion of the following documents:

- Exhibit A - Facility Request Form
OR
- Exhibit A2 - Facilities Request Form Requiring Board Approval
AND
- Exhibit B - General Facility Use Agreement (for use of classroom, cafeteria, concession stand, gymnasium or athletic fields, excluding CHS Stadium),
OR
- Exhibit C ~ Lease Agreement for High School Auditorium,
OR
- Exhibit D ~ Lease Agreement for High School Stadium.

HEALTH
DEPARTMENT
PERMITS

Strict health regulations must be followed when handling food as outbreaks of foodborne illness can result in serious injury and/or death in some cases.

If the use of facilities request will involve the sale of food items, the requestor must provide a copy of an approved Health Department Permit to the Associate Superintendent's office five (5) business days prior to the activity.

The City of El Paso Department of Public Health sets rules and regulations so that sanitation and safe food handling are maintained to protect the public from foodborne illnesses. City Ordinance (Article II, Section 9-12.020; 030) requires that: "No person shall operate a food establishment who does not have a valid permit nor authorization issued by the regulatory authority and a valid license issued by the city." It goes on to state that, "Any person desiring to operate a food establishment

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shall submit a written application for a permit on forms provided by the regulatory authority.”

FACILITIES CHARGE
AND DEPOSIT

Organizations using district facilities will be required to pay in full the facilities charge as stated in the contract FIVE (5) business days in advance of the event. A returned check fee of \$30 will be charged for any organization whose check is returned due to insufficient funds.

The Superintendent or designee reserves the right to impose a deposit requirement on any and all organizations requesting to use district facilities.

CUSTODIAL SERVICES

Organizations using district facilities will be charged a flat rate of \$25 per hour for any custodian on duty. The organization will be required to pay in full the cost to be incurred for custodial services FIVE (5) business days prior to the event and as stated in the agreement.

SECURITY SERVICES

The district will provide security if conditions require it. Security shall be required for any event that will be attended by more than 50 persons. Security shall be charged at the rate of \$30 per hour per officer. The number of security officers required will be determined by the associate superintendent's based on the type of event.

The district will contract the security needed for the event and the cost will be paid by the organization. The organization will be required to pay in full the cost to be incurred for security FIVE (5) business days prior to the event and as stated in the agreement.

AUDITORIUM

To request the use of the auditorium, an organization shall complete Exhibit A: Facility Request Form in addition to Exhibit C: School Auditorium Lease. This contract must be approved by the campus principal. The High School auditorium can be rented in blocks of four (4) hours at a cost of \$850 per block. In addition to the rental fee, the organization will be charged an additional fee if special requirements are needed for the use of the lighting, sound stage, or video equipment. This equipment can only be used by employees or students of the district. A House Manager, sound technician and light technician must be present at all functions when the auditorium is in use. The crew expenses are as follow:

Crew Expenses		Hourly Rate
House Manager (One Adult)	Mandatory Personnel	\$23.50
Sound Technician (One Student)	Mandatory Personnel	\$ 7.50
Light Technician (One Student)	Mandatory Personnel	\$ 7.50
Stage Manager (One Student)	Optional	\$ 7.50
Backstage Staff (One Student)	Optional	\$ 7.50

The rental fee can only be waived by the Superintendent or designee, but the

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crew expenses must be charged to compensate the employees and students. Security must be provided if over 50 persons will be in attendance.

OTHER COSTS

Facilities shall be used only when a custodian is on duty to open and close the facility.

If a building employee is a member of the organization using the facility and is present when the activity is taking place, opening and closing of the facility may be delegated to that person. Additional service for set-up, etc. shall be charged at the hourly rate of the employee implementing the task.

HIGH SCHOOL
STADIUM

To request the use of the stadium, an organization shall complete Exhibit A: Facility Request Form in addition to Exhibit D: CHS Stadium Lease. The Canutillo High School Stadium may be rented for a fee of \$3,000 per game plus labor costs. The outside organization must use the security provided by the district.

VANDALISM
CHARGES

If the organization is found to be held liable for vandalism that occurred while using district facilities, the actual cost of materials and labor to repair the damage will be charged to that organization. The organization will be billed and prohibited from using any district facility until the debt has been paid in full.

WAIVER OF FEES

Only the Board of Trustees or designee may waive the fees listed above. This waiver must be noted on the Facilities Request Form (Exhibit A). All building request forms will be filed in the office of the Associate Superintendent, with copy to Financial Services Division.

RECONCILIATION OF
BUILDING REQUEST
FORM

The Financial Services Division on a quarterly basis will review all outstanding building requests. For each outstanding building request, a "Building Request Recap Form" will be sent to the campus/department where the activity took place.

The campus/department will fill out the appropriate information and then send the form back to the Financial Services Division for completion and resolution of the recap form. Upon completion, the Financial Services Division will either reimburse or bill the appropriate organization for the activity in question.

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