

WACO ISD



FACILITIES RENTAL GUIDELINES

JANUARY 2024

WACO ISD RENTAL POLICY

The Waco Independent School District allows limited use of District facilities by outside organizations/groups. However, such use of District facilities shall not be permitted when it interferes with the educational program of any scheduled campus or District activities, including facility maintenance and/or repair projects.

Waco ISD is a tax-supported nonprofit organization established to serve the students and youth residing within the boundaries of the District. The District may, therefore, differentiate among various categories of organizations/groups (such as youth groups, community groups, nonprofit organizations, for-profit organizations and civic groups) in establishing the length of time that a facility may be used or the fee(s) charged. All organizations/groups with the same category shall be offered fair and equal access to District facilities. Any misrepresentations by an organization and/or individual, abuse of any District property, and violation of state, local law or federal 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 the organization's and/or individual's request for future use of the premises.

All requests must be submitted via the Waco ISD Event Manager. All requests will be considered according to these guidelines. The administration reserves the right to deviate when necessary to achieve the overall purpose of the guidelines.

FACILITIES:

District facilities include, but are not limited to, campuses, athletic facilities, buildings housing support personnel, and the Performing Arts Centers (PAC). Charges for facilities and Performing Arts Centers (PAC) are listed below by user group designation.

USER GROUP DESIGNATION

Group 1:

SCHOOL-RELATED NONPROFIT ORGANIZATIONS AND GOVERNMENTAL AGENCIES:

Booster Clubs, PTA, PTO, Student/Teacher Groups, Waco Foundation, Communities in Schools, WISD Alumni Groups, Scouting Organizations, and other similar organizations will be permitted the use of facilities without charge on days when school is in session unless the request time is outside of the regular energy use and custodial coverage hours. Group 2 rates will apply for all other times. All other policies and procedures will be enforced. Special Olympics will only pay WISD costs and Facility rental fee will be waived.

District facility usage fees and insurance are waived for Group 1 for education-related activities approved by the District. However, *personnel and equipment usage fees may apply for all events that require additional personnel or other resources*. Efforts should be made to schedule activities during normal custodial hours. The Superintendent of Schools or their or designee will determine building use and applicable fees.

Group 2:

NONPROFIT YOUTH and COMMUNITY ORGANIZATIONS

Nonprofit youth groups may be permitted to rent facilities at the Group 2 rate if they provide proof of 501(c)3 status. Note: These groups may be permitted use of the facilities at no charge unless the request time is outside of the regular energy use and custodial coverage

hours. District facility fees at the Group 2 rate will apply at all other times. District insurance requirements will also apply.

Organizations (non-exhaustive)

Youth Groups:

YMCA
Boy Scouts
Girl Scouts
Camp Fire Girls
Boys and Girls Clubs
And similar organizations

Community Groups:

Rotary Club
Lions Club
Religious Groups
Homeowners Associations within the District that charge assessment fees
Texas School District & UIL Events not Hosted by WISD
McLennan Community College
Texas State Technical College
Baylor University
Neighborhood associations
Adult community groups
Churches

Group 3:

FOR-PROFIT ORGANIZATIONS

For-profit organization and businesses may rent facilities at the established Group 3 rates plus other associated fees.

PRIORITY

The Board of Trustees has approved the following priorities for using school district facilities:

- Priority 1: Approved school activities, public elections, and other government activities – No fees or insurance required.*
- Priority 2: Organized “Local” non-profit community, educational development religious groups.*
- Priority 3: Organized “Local” cultural groups.*
- Priority 4: Groups with special arrangements with the Board of Trustees or administration.*

Any use of Waco ISD property must have prior approval if not otherwise addressed in the Facilities Rental Guidelines.

1. A completed Event Manager Facility Rental Request On-line Form, Permit to Use Public School Facilities form, proof of acceptable liability insurance with WISD named as an additional insured and policy holder, and nonprofit certificates for verification of rate category must be on file prior to scheduling the rental of any facility.

2. Fees for damages will be assessed and may result in loss of further use of the District's facilities.
3. The renter will be assessed a rental fee from the time the facility is opened until it is closed or vacated. A WISD employee will be required at all times.
4. Opening/closing of building facility will be arranged by WISD. This includes Monday through Friday and weekends.
5. School-related groups requiring a building director or custodian(s) on the weekends will be assessed a fee according to the Facility Rental Fee Schedule. There is no charge for school functions.
6. The use of kitchens are not allowed unless for school use and authorized by Child Nutrition Services.

INSURANCE:

Prior to approval and use of the facility, users in **Group 2** and **Group 3** will furnish proof of liability coverage for the event(s). This coverage should consist of an original Certificate of Insurance with Waco ISD named as an Additional Insured and Certificate Holder with a minimum of \$1,000,000 per occurrence and \$1,000,000 general annual aggregate. Coverage provided by such policy or rider must apply to the death or injury of any person and the damage to property that results, directly or indirectly, from the intentional or negligent act or omission of user's officers, agents, employees, guests, or invitees during the use or occupancy of district premises. Such insurance shall be with an insurance company or companies authorized to do business in Texas, under policy or policies acceptable to the use. The user must provide the District with a certificate of insurance attesting the existence of a policy or policies providing coverage required. **If** a policy contains deductible provisions, user shall be responsible for payment of the deductible amount for any claim(s).

All policies shall contain an endorsement stating that the insurance company shall not terminate the policy or change any coverage therein prior to the policy expiration date without notifying the District, by registered mail, at least 30 days prior to such termination.

GENERAL RULES

All users of school district facilities shall:

- Groups or individuals wanting to rent WISD facilities must obtain and complete the **online Event Manager Facilities** application.
- Ensure that permission to use the facility or any portion thereof shall not be transferred to a third party.
- Ensure that all District facilities are left neat and in orderly condition ready for the next school day.
- Provide the following documentation before a rental agreement is prepared:
 - a. The completed Permit to Use Public School Facilities form signed.
 - b. A current insurance certificate.
 - c. A copy of the 501(c) 3, if requesting nonprofit status.
- It is the sole responsibility of the renter to provide these documents. No reminders will be issued.
- Provide full payment 10 days prior to the event. Provide any changes to the signed contract no later than one week in advance. Rental amounts will not be decreased after the fact if the facility is

not used for the contracted time.

- Be assessed the rental fee from the time the facility is opened until it is closed or vacated.
- Availability will be determined by calendar reservations on website **“first-come, first-served”** basis with approval by Campus Principal and Energy Manager.
- Ensure that prior approval is received before signs, banners and/or decorations are erected and that immediately after the event the group take down all decorations. Decorations may not deface school property. The use of open flames, such as candles, is strictly prohibited.
- Ensure that all children be supervised at all times and remain in the assigned area. There should be one (1) adult per twenty (20) or fewer children at the event.
- All school facilities will be not be rented on school holidays or the weekend immediately preceding or following those designated holidays. Long—term rentals and public and private athletic competitions may be exempt from this guideline.
- Ensure that no fixtures, equipment or furniture shall be removed from any building or rearranged between rooms except with prior approval from the Campus Principal and the Energy Manager.
- Permission from the Chief Officer of Facilities and Operation must be obtained prior to the event if food and drink are to be consumed Food and drink are allowed only in designated areas and must be removed after the event.
- Prohibit the possession and use of tobacco products in District buildings and/or on school property.
- Ensure that alcoholic beverages or drugs in any form are not brought into the buildings or on school grounds in accordance with the Texas State Laws and Drug Free Schools policy.

Rental Notes:

- Waco ISD competition fields will have varied rates based upon the type of event, number of participants and spectators.
- The custodian or other identified staff will evaluate the condition of each rented facility on a daily basis. Any damage to or unacceptable condition of the facility will be reported to the Rental Facilitator. After the rental period, a follow up inspection will be completed on the rented facility.
- Certain areas, such as laboratories, shops and offices, shall not be available for public use.
- Certain equipment, such as audio-visual equipment and instructional materials, shall not be available for non-school use.
- All applicable fire and safety regulations of the Board of Trustees, the City of Waco, and the State of Texas must be followed at all times. Open flames, fireworks, live animals, etc. are not allowed on WISD property.

- Only authorized employees of the District shall be permitted to have keys to District facilities.

GOVERNMENTAL AGENCIES AND MUNICIPALITIES:

Governmental agencies and municipalities will be permitted the use of facilities without charge. All other policies and procedures will be enforced.

******ATHLETIC FIELDS/GYMS******

All requests for access to secondary school fields and gyms are handled through the athletic department and must be approved by the Complex Director after submitting an application through the online Event Manager Program located on the Waco ISD website.

The District has the authority to limit access to facilities. The use of all athletic game fields, gyms, field houses, or tennis courts is restricted and may not conflict with school or individual athletic seasons.

All facilities are subject to closure to the public for maintenance. Outdoor facilities, including playgrounds, may be closed in the event of repeated vandalism

Middle and High School practice fields are intended for the sole use of WISD. All middle school tracks are available to the community for use after school. Open spaces at elementary schools are available for community use while school is not in session or otherwise used for school related purposes. The Waco ISD assumes no liability if the fields are used.

******PERFORMING ARTS CENTER (PAC)******

If requesting access to the PAC at University High, please notify Kathryn Davis at kathryn.davis@wacoisd.org.

List of what is available for Rental with the Performance Arts Center

Stage lighting, Microphones (handheld wireless & wired), Soundboard Operator, Lightboard Operator, Projector/Projection Screen, Music Stands, Acoustic Shells, & Ushers.

PERFORMING GROUPS:

The District reserves the right to negotiate the frequency of use and the usage fees based upon anticipated box office proceeds. Building usage fees may be waived for events that provide cultural enrichment opportunities for the community and for which an admission fee is not charged; however, personnel and equipment fees as illustrated on Facility Rental Fee Schedule sheet and insurance requirements noted below will apply at all times. A \$100.00 deposit is requested upon reserving the PAC.

PARKING LOTS:

Parking lot access is reserved for organizations renting Waco ISD facilities.

LONG-TERM USE:

The repeated rental of school facilities shall be limited to a maximum of twelve (12) months from the date of the initial rental contract.

FOR PROFIT GROUPS

WISD policy GKD (Local) does not permit individuals or for-profit organizations to use its facilities for financial gain.

According to IRS rules for tax exempt government bonds, use or rental of facilities for private business use is limited. All requests will be examined for compatibility with our district policy and compliance with IRS rules.

SECURITY

The District requires the use of security personnel for certain types of rentals, through the Waco ISD Police Department. The cost will be calculated using the current overtime rates. **Custodians are not considered security personnel.**

SCHEDULING:

Facility Use Request forms on-line must be submitted at least ten (10) calendar days prior to the scheduled event to ensure availability, full heating or cooling, custodial services, and specific requirements.

CANCELLATION:

Cancellation must be received in writing not less than 72 hours prior to the event. Failure to provide timely notice of cancellation will result in a 20% penalty.

Cancellation of insurance also cancels the rental contract until proof of insurance can be provided to the District.



Waco ISD Facility Rental Fee Chart

RENTAL AREA	Group 1 School-Related Non-Profit	Group 2 Non-Profit	Group 3 For-Profit
ELEMENTARY			
Parking Lot	\$0	\$35	\$35
Cafeteria	\$0	\$85	\$100
Kitchen	\$0	\$50	\$50
*Kitchen Worker	\$40 (2 hr. min)	\$40 (2 hr. min)	\$40 (2 hr. min)
Gym	\$0	\$85	\$100
Library	\$0	\$75	\$85
Classroom	\$0	\$35	\$35
MIDDLE SCHOOL			
Parking Lot	\$0	\$45	\$45
Cafeteria	\$0	\$100	\$110
Kitchen	\$0	\$50	\$50
*Kitchen Worker	\$40 (2 hr. min)	\$40 (2 hr. min)	\$40 (2 hr. min)
Gym - practice	\$0	\$100	\$110
Library	\$0	\$75	\$85
Classroom	\$0	\$35	\$45
HIGH SCHOOL			
Parking Lot	\$0	\$45	\$55
Cafeteria	\$0	\$100	\$110
Kitchen	\$0	\$50	\$50
*Kitchen Worker	\$40 (2 hr. min)	\$40 (2 hr. min)	\$40 (2 hr. min)
Library	\$0	\$85	\$95
Classroom	\$0	\$45	\$65
PAC	\$0	\$150 (3 hr. min.)	\$175(3 hr. min.)
Custodian	\$40	\$40	\$40
Supervisor	\$40	\$40	\$40
(1) Grounds Personal	\$35	\$35	\$35
Technical Support	\$30	\$30	\$30
Security Officer	\$45	\$45	\$45
Police Officer	\$60	\$60	\$60

Prices indicate hourly rates

* Prices vary based on facility use for athletic competitions involving other school districts and are generally not rented to the public. Rental of Kitchen must have Kitchen Worker present, minimum 2hrs.

Note: The fee schedule reflects the hourly rental (unless noted as 2 hr. or 3 hr. min) of the facility and includes the cost of electricity, heat and air conditioning. Costs not included in the fee schedule, but may be required are for custodial, supervisions, technical support, security and other miscellaneous expenses incurred by the district as specified in rental agreement. Total cost of a facility rental will be calculated on the Facility Rental Request form. The Superintendent has the authority to waive any requirements and adjust any fees included in the facility rental agreement.

Athletic Venue Fee Chart



Venue	Cost	Security Required	Officials Required
<u>Football Athletic Complex</u>			
6A-5A-4A (Relay Included)	\$4,000 + 20% of the Gate up to \$15,000.00	Yes	Yes
3A-2A-1A (Replay Included)	\$3,500 + 20% of the Gate up to \$15,000.00	Yes	Yes
Practice W/Lights	\$200 Per Hour	No	No
Practice W/O Lights	\$100 Per Hour	No	No
<u>Athletic Complex</u>			
Stadium Event (3 Hour Min.)	\$200 Per Hour	Yes	No
Parking Lot Event (3 Hour Min.)	\$100 Per Hour	Yes	No
Soccer Athletic Complex	\$1200 (Single Game) & \$1400 (Double Hitter)	Yes	Yes
Softball/Baseball Turf Field	\$900 (Single Game) & \$1100 (Double Hitter)	Yes	Yes
Baseball/Softball Grass Field	\$900 (Single Game) & \$1100 (Double Hitter)	Yes	Yes
Baseball/Softball Practice	\$100 Per Hour	No	No
<u>Paul Tyson Field</u>			
	\$2500 + 20% of the Gate up to \$15,000.00 2000 Bleacher Capacity (No dressing Room Facilities)	Yes	Yes
<u>University High Stadium</u>			
	\$800 (Single Game) & \$1100 (Double Hitter)	Yes	Yes
<u>All Gyms</u>			
Basketball/Volleyball Game	\$800 (Single Game) & \$1100 (Double Hitter)	Yes	Yes
Practice (3 Hour Min.)	\$100 Per Hour	No	No
Event (3 Hour Min.)	\$200 Per Hour	Yes	No
<u>Tennis Courts</u>			
Waco High & University High	\$50 Per Hour/Per Court (No Lights)	No	No
<u>All Tournaments</u>			
Gyms and Fields	Negotiable – “Call Complex Manager”	Yes	Yes
<u>UHS/Paul Tyson Tracks</u>			
Meets	\$100 Per Hour	Yes	No
Practice	\$50 Per Hour	Yes	No
<i>*Waco ISD retains all Concession Rights</i>			