



Administrative Regulations

South San Antonio Independent School District

G – Community Relations	GKD
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Non-school Use of School Facilities- 2023	

GENERAL

The District shall permit non-school use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy. The designated buildings and properties of the District may be available to patrons of the District or other groups under conditions prescribed or permitted by law and in accordance with the adopted policies of the Board and the guidelines of this administrative regulation.

Note: 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

District facilities, when made available for use, will be based on classification and priority of groups as specified in these guidelines. The district shall always have first priority of facility use and may cancel any agreement for the use of any facility prior to the event if the district determines that it must use the facility for a function directly related to the operations of the district. 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. The district also reserves the right to adjust or restrict the hours of use by any group or organization in order to accommodate the greatest number of requests.

All federal, state and local laws and ordinances as well as rules of police and fire department must be complied with by persons or organizations using district facilities.

Groups and organizations using district facilities are responsible for ensuring that all individuals attending the function stay within the areas of the facility that have been specifically reserved for their event.

Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.



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Non-profit Use

The District shall not permit nonprofit organizations not affiliated with the District to conduct fundraising events on District property.

District booster clubs may use District facilities for fundraising.

For Profit Use

The District may permit individuals or for-profit organizations to use its facilities for financial gain.

The District reserves the right to deny rentals.

Campaign Related Use

Except to the extent a District facility is used as an official polling place, District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.

Scheduling

Requests for non-school use of District facilities shall be considered on a first-come, first-served basis.

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent or designee shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a District activity.

Approval of Use

The Superintendent or designee is authorized to approve use of any District facility.

Exceptions

Requests to lease District facilities on a continuing or long-term basis shall require approval of the Superintendent.

No approval shall be required for non-school-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled non-school purpose. Areas identified as off-limits by the District shall not be available for community use.



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Emergency Use

In case of emergencies or disasters, the Superintendent or designee may authorize the use of school facilities by civil defense, health, or emergency service authorities.

User Agreement

Any organization or individual approved for a non-school use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the non-school use.

Fees for Use

Non-school users shall be charged a fee for the use of designated facilities.

The Superintendent or designee shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

The use of kitchens and kitchen equipment shall be limited to school and school-related functions. These facilities are not available for rental. Only District cafeteria employees shall be allowed to use kitchen equipment. If a school function requires kitchen use, the organization will be assessed a fee.

The Superintendent or designee shall establish a process for special waivers to be considered and recommended for approval.

Such requests may be submitted for full or partial waivers of facility usage fees such as rental, custodial, and security and require approval of the Superintendent.

The current fee structure is located in GDK EXHIBIT and on the district website under the Facilities department.

Exceptions

Fees shall not be charged when school buildings are used for public meetings sponsored by state or local governmental agencies that have executed Memorandums of Understanding with the District.

Fees shall not be charged for use by District employee professional organizations. [See DGA]

Persons or groups using school facilities shall:



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- Conduct business in an orderly manner.
- Abide by all laws and policies, including but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products on school property. [See GKA]
- Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.

Reserving Facilities

All groups and organizations considering reserving or renting a District facility must contact the Office of Operations and submit the appropriate reservation request form. The Office of Operations will determine the availability of the facility requested, type of employee services required to adequately accommodate the activity, and notify the group of confirmation and/or conflicts with the request. Fees for rental and employees' services are specified in the appropriate exhibit, as follows:

- Exhibit A: Facility Fee Schedule;
- Exhibit B: Facility Request Form and Procedures

Rental fees will be charged based on the group/organization's classification type, the facility or facilities being rented, and employee service charges as specified in the exhibits to this document, as applicable. For groups subject to usage fees, the fees for renting any facility are based on a minimum of two (2) hours. Charges for an event are assessed from the time the facility is opened for the event until it is cleaned and secured. The organizational sponsor or designated representative must be present until everyone has vacated the building except employee service personnel.

Facilities will not be rented or reserved for individuals or groups with outstanding fee balances.

Prohibition

The District shall have the authority to prohibit any performance, activity, exhibition, or entertainment that is deemed to be indecent, obscene, immoral or in any manner publicly offensive. Groups/organizations



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that are known to have a history of or propensity for such prohibited types of activities will be prohibited from renting facilities.

Violating any federal, state or local laws, ordinances or regulations may result in forfeiture of the ability to rent District facilities for future activities.

Use, sale, or possession of alcoholic beverages, illegal drugs, pyrotechnics (including fireworks), weapons, and firearms, and the use of tobacco products on District property will not be permitted. Violators shall be prosecuted to the fullest extent of the law. Evidence of any violation of federal, state, or local laws during the use of a District facility shall be cause for suspension of privileges of such use, both currently and in the future.

Athletic Facilities and Outdoor Areas

Designated District athletic facilities (competition gyms, football, base- ball, softball, and soccer fields) used for school UIL competition shall not be available for use by outside groups during the applicable sport's designated season including pre- and post-season play (without explicit per- mission from the Director of Athletics). All groups and organizations are required to reserve available athletic facilities and/or fields, in advance, through the Office of Operations.

Athletic Facilities

Tennis courts and tracks at middle school campuses and tennis courts at the high school campus are available for personal recreational use to patrons in the community, on a first-come, first-serve basis (no reservations are necessary) as long as the facilities are not being used by District students for school-related activities. Patrons should limit use to a maximum of one hour (when others are waiting) to provide ample opportunities for other individuals to have access. These facilities may only be used for the purpose for which they are designed. Anyone failing to comply with these requirements will be removed from the facilities. The District has established a dawn to dusk hours of operation on non-school days, with a 9:00 pm curfew for these areas and has the authority to ask an individual or group to leave after 9:00 pm or at any other time based on inappropriate behavior/conduct.

Open Areas, Playgrounds, Fields:

Elementary Campuses

Outdoor areas on elementary campuses that are not fenced and gated or locked with a security device,



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and areas normally designated as play-ground areas may be used by the community on a first-come, first-serve basis (no reservations are necessary) as long as the facilities are not being used by District students for school-related activities. This includes the use of backstops, goals, and other equipment on the playgrounds provided that they are used properly and not abused. As a general rule, these outdoor areas will normally be available when school is not in session and after at least fifteen minutes has elapsed after the end of an instructional day. The organization is responsible for the supervision of students accessing these areas, and all persons using these facilities do so at their own risk. The District has established a dawn to dusk hours of operation on non-school days, with a 9:00 pm curfew for these areas and has the authority to ask an individual or group to leave after 9:00 pm or at any other time based on inappropriate behavior/conduct.

Middle School

Outdoor areas on middle school campuses that are not fenced and gated or locked with a security device may be used by community members on a first-come, first-serve basis without making a reservation as long as the facilities are not being used by District students for school-related activities. This includes the use of backstops, goals, and other equipment on the fields provided that they are used properly and not abused. As a general rule, these outdoor areas will normally be available on days when school is not in session and after at least fifteen minutes has elapsed after the end of an instructional day. Organizations using these areas are responsible for the supervision of students accessing these areas, and all persons using these facilities do so at their own risk. The District has established a dawn to dusk hours of operation, with a 9:00 pm curfew for open areas and fields for non-school-related use and has the authority to ask an individual or group to leave after 9:00 pm or at any other time based on inappropriate behavior/conduct.

High School

High school competition fields will not be leased to any outside group without explicit permission from the Office of Operations. All groups and organizations are required to reserve designated athletic facilities and/or fields, in advance. The District has established a dawn to dusk hours of operation, with a 9:00 pm curfew for open areas and fields for non-school-related use and has the authority to ask an individual or group to leave after 9:00 pm or at any other time based on inappropriate behavior/conduct.

Food and Beverages

Groups or organizations planning to serve or sell food or beverages on District property must follow District guidelines and arrangements must be made in advance of the event.



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Responsibility for Damages

All groups and organizations reserving or renting District facilities will be held responsible for any damages to District property during their use. The individual or group using the building or facility will be responsible for restoring the facility to its original and equivalent condition. The office of Operations has sole authority to make this determination. The office of Operations shall also have the authority to determine the amount and extent of damages to be assessed, if appropriate.

Priority Classification for Facilities Use

District facilities, when made available for use, will be based upon classification and priority of groups. Any agreement to reserve or rent a facility may be canceled by the District in favor of school-related activities should a conflict in schedule develop at any time. The District reserves the right to adjust or restrict the hours of use by any group or person in order to accommodate the greatest number of requests. Preference will be given to youth groups of the District and other groups whose membership contain the largest percentage of District residents. The District reserves the right to cancel, postpone, or modify any rental request.

Classification A: Exempt

- School sponsored clubs, organizations and activities
- Provides direct school support
- School related groups designated non-profit such as PTO, Booster Clubs, and Educational Foundations

To qualify for Classification A fee schedule, at least 80% of the youth participating must attend SSAISD schools and the organization must be a non-profit. (A roster of participants must be provided with a signed affidavit of compliance).

Classification B: Non-Profit Community Organizations

- All Non-Profit organizations not meeting 80% of SSAISD participants attending SSAISD schools.

Classification C: Commercial Organizations

All other groups not included in Classification A or B such as for profit organizations or individuals.

Use of Facilities by District Employees

District employees desiring to use a District facility for non-school purposes (including private tutoring and



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private lessons for profit) must submit a Facility Request Form and are subject to the same fees for rental and employee services as individuals, groups, or organizations based on the appropriate classification group.

Deposits and Cancellations

Groups/Organizations that rent campus and District-wide facilities must provide a minimum of 48-hour advance notice of a cancellation. Deposits, payable to SSAISD, are due upon confirmation of date availability and will be refunded after completion of the event, less any additional charges that may be assessed.

Payment for Fees and Employee Services

Immediately following each event, the Office of Operations will determine the balance owed by the organization renting the facility and notify the group/organization of the final charges within five (5) business days after an event. The group/organization will be responsible for paying the fees associated with the facility rental and cost of the services as established in this Administrative Regulation and on the facility rental and related fees' exhibits (Exhibits A-B). Possible charges include, but are not limited to, custodial, technical personnel, and security.

The security deposit, if applicable, will be applied toward the final charges (including any necessary repairs to District property). The balance owed must be paid in full prior to the next event in a series taking place. Failure to make payment will result in denial of future use.

Rates and fees designated on the facility rental and related fees' exhibits (Exhibits A-B) will be subject to annual review. Rates and fees may be modified on a yearly basis. All confirmed facility reservation requests and agreements will be honored at the rates at the time of execution and will not be subject to rate changes.

Insurance

Insurance shall be carried by all non-SSAISD groups or any group the District deems necessary to be covered by insurance. An original certificate of insurance, endorsed to add SSAISD as an additional named insured with waiver of subrogation in favor of the District, shall be submitted to the Office of Operations prior to the use of the facility. The policy must reflect that it is primary and not contributory with any insurance maintained by the District and may not be canceled prior to the conclusion of the event.