

**South San Antonio  
ISD Facility Fee  
Schedule 2022-2023**

<b>FACILITIES</b>	<b>Classification A 80% &gt; SSAISD student participants</b>	<b>Classification B: Non- Profit Community Organizations</b>	<b>Classification C: Commercial Organizations</b>	<b>Unavailable Dates</b>
<b>High School Facilities</b>				
Auditorium	No Charge	\$600.00 for 4 hr. session \$100.00 each additional hour	\$1200.00 for 4 hr. session \$200.00 each additional hour	
Cafeteria (dining area only)	No Charge	\$20.00/hr.	\$40.00/hr.	
Classroom	No Charge	\$20.00/hr.	\$40.00/hr.	
Main Gym	No Charge	\$100.00/hr.	\$200.00/hr.	Jul 11 - Mar 11
Auxiliary Gym	No Charge	\$60.00/hr.	\$120.00/hr.	Jul 11 – Mar 11
Practice Football/Soccer Field	No Charge	No Charge	No Charge	
<b>Middle Schools</b>				
Cafeteria (dining area only)	No Charge	\$20.00/hr.	\$40.00/hr.	
Classroom	No Charge	\$20.00/hr.	\$40.00/hr.	
Main Gym	No Charge	\$40.00/hr.	\$80.00/hr.	Aug 22 – Mar 10
Auxiliary Gym	No Charge	\$30.00/hr.	\$60.00/hr.	Aug 22 – Mar 10
Football/Soccer Field	No Charge	\$25.00/hr.	\$50.00/hr.	Jul 11 – May 3
Pavilion	No Charge	No Charge	No Charge	
<b>Elementary Schools</b>				
Cafeteria (dining area only)	No Charge	\$20.00/hr.	\$40.00/hr.	
Classroom	No Charge	\$20.00/hr.	\$40.00/hr.	
Gym	No Charge	\$20.00/hr.	\$40.00/hr.	
Football/Soccer Field	No Charge	\$20.00/hr.	\$40.00/hr.	
Pavilion	No Charge	No Charge	No Charge	
<b>District Facilities</b>				
Auditorium (Administration)	No Charge	\$600.00 for 4 hr. session \$100.00 each additional hour	\$1200.00 for 4 hr. session \$200.00 each additional hour	
<b>Athletic Facilities</b>				
SSAISD Athletic Center	No Charge	\$200.00/hr.	\$400.00/hr.	Jul 11 – Mar 11
SSAISD Football/Soccer Field	No Charge	\$187.50/hr.	\$375.00/hr.	Jun 5 – May 12
Gustafson Field (Baseball Field)	No Charge	\$83.35/hr.	\$166.70/hr.	Dec 5 – June 9
High School Softball Field	No Charge	\$83.35/hr.	\$166.70/hr.	Dec 5 – June 2
<b>Support Fees</b>				
Technical Personnel	\$25.00/hr.	\$25.00/hr.	\$25.00/hr.	
Custodian	\$27.50/hr.	\$27.50/hr.	\$27.50/hr.	
SSAISD Police	\$50.00/hr.	\$50.00/hr.	\$50.00/hr.	

(Technical Personnel Fee- \$25.00 Custodian Fee- \$27.50 Police Fee- \$50.00)

(Technical Personnel, Custodian and Police will arrive thirty minutes before and remain thirty minutes after event.)

Revised January 2023

**Play-off Game Rental:**

- *For neutral site play-off games between non-SSAISD schools*
- *UIL tournaments*
- *Contact the Office of Athletics*

**Long Term Use:**

*Organizations will be limited to a one-year maximum contract for school use. If the long-term use of a facility cannot be maintained through school district resources, the District may decline to rent the facility. The rental may be canceled if the District requires the use of the long term rented facility. Any new school building/facility will not be rented for long-term use during the first school year in which it opens.*

**Insurance:**

*The organization requesting the use of a district facility must furnish evidence of insurance coverage for the event(s). Required documentation includes:*

- 1) *Copy of the Certificate of insurance that includes:*
  - a) *\$300,000 each for General Aggregate, Per Occurrence, Products/Completed Operations Aggregate, Personal/Advertising Injury Liability*
  - b) *\$100,000 for property damage*

**Fees:**

*Rental fees must be paid within five (5) business days after an event.*

**Request:**

*Will be accepted via online request at <https://www.southsanisd.net/Page/1211> All requests should be made at a minimum of three weeks prior to the usage date.*

*Technical Personnel: Special campus personnel may be required to access school district equipment, for example auditorium lighting and sound.*

*Custodian: There will be no custodial fees during regular operational hours. These hours are from the end of the school day until 9:00 p.m. on days when students are present. Organizations requesting the use of facilities beyond these hours will be required to hire custodial services to be provided by the district. The District reserves the right to determine the number of custodians needed based on group size and event type.*

*SSAISD Police: The District reserves the right to determine the need for and the number of security officers required based upon group size and event type.*

**Facilities:**

Open areas: Areas that are open to the public are not rented.

Tennis Courts: District tennis courts are open to the public on a first come first serve basis. They are not available for group use or rental.

Pavilions: District pavilions are open to the public on a first come first serve basis. They are not available for group use or rental.

Auditoriums: Rental includes the auditorium and adjacent restroom facilities. If access to the sound and lighting system is required, a technical assistant must be included in the rental. The District only allows fine arts sponsors to operate the sound and lighting systems.

High School Cafeteria: Rental includes the cafeteria and the adjacent restroom facilities. The District does not rent kitchen facilities.

High School Gym: Rental includes the gym and adjacent restroom facilities.

High School Stadium: Rental includes the High School Stadium and adjacent restroom facilities.

High School Baseball/Softball Field: Rental includes the baseball/softball fields and adjacent restroom facilities.

High School Soccer/Football Practice Field: The soccer/football field is located adjacent to the South San Antonio Athletic Center. Rental does not include special mowing or field lining.

Middle School Soccer/Football Field: Rental includes the adjacent restrooms. Rental does not include lights, scoreboard, special mowing or field lining.

Middle School Cafeterias: Rental includes cafeteria, stage area, and adjacent restrooms. If access to the sound and lighting system is required, a technical assistant must be included in the rental. The District only allows fine arts sponsors to operate the sound and lighting systems.

Middle School Gyms: Rental includes the gym and adjacent restrooms. Rental of the gym does not include locker rooms or concession stands.

Classrooms: Rental includes the classroom and the nearest restroom facility only. Classrooms are rented per the number that are needed.

Elementary School Gyms: Rental includes the gym and adjacent restrooms.

Elementary School Cafeterias: Rental includes the cafeteria, stage area and adjacent restrooms. If access to the sound and lighting system is required, a technical assistant must be included in the rental. The District only allows fine arts sponsors to operate the sound and lighting systems.

**South San Antonio ISD  
General Rules & Regulations**

1. *Groups or individuals wanting to rent SSAISD facilities must complete the online Facility Scheduling Request.*
2. *Priority for rental requests will be based upon a category in which the request falls. The priority order will be Classification A then Classification B.*
3. *The following documentation must be submitted before the request will be processed:*
  - a. *Online Facility Scheduling Request*
  - b. *Current insurance document and endorsement*
  - c. *A roster of student participants for any group requesting Classification A*
  - d. *A copy of the 501(c) 3 from the Office of the Secretary of State, if requesting non-profit status.*
4. *Indoor facilities will not be rented during the summer break, on school holidays, or the weekend immediately preceding or following designated holidays.*
5. *All users of school district facilities shall ensure that:*
  - a. *The applicant agrees that they will be financially responsible for any damages or losses sustained to the building, furniture, windows, equipment or grounds, accruing the occupancy of use of said facilities. Damages or losses will be reported immediately to the district.*
  - b. *Permission to use the facility or any portion thereof shall not be transferred to a third party.*
  - c. *District facilities are left neat and in orderly condition ready for the next school day.*
  - d. *All users of the facilities understand that security cameras are in place and can be reviewed if necessary.*
  - e. *Smoking or the use of tobacco products is not allowed on school property. This includes school buildings and grounds, even when school is not in session. Authorized agents for the organization using school district property are responsible for enforcing this policy.*
  - f. *No alcoholic beverages, intoxicant or controlled substances in any form may be brought onto school district property. Any person under the influence of alcohol will be denied participation in any activity.*
  - g. *Under no circumstances will firearms be allowed on school district property.*
  - h. *All users of facilities must adhere to all fire codes. No open flames (ex. BBQ pits) will be permitted on or in school district property.*
  - i. *Only the designated areas in the application shall be used.*
  - j. *Classroom materials and school equipment will not be permitted for use without prior approval.*
  - k. *Do not allow anyone into the building who is not part of your activity or event.*
  - l. *Children must be supervised at all times.*
  - m. *All areas are to be left in a clean and orderly condition after use. All tables, desks and chairs will not be moved without prior approval.*
  - n. *The applicant agrees to abide by the hours stipulated in this application and will be expected to have all individuals participating in the activity out of the building at the agreed upon time.*
  - o. *Any application for the use of a district facility may be revoked without prior notice where conflicting dates have resulted or where need of the property for public school purposes has subsequently developed. In the case of a schedule conflict, first priority will be given to the school function and will suspend this application.*
  - p. *No pets will be allowed on district property with the exception of guide dogs.*
  - q. *Any changes to this application must be submitted in writing and approved before the event.*
  - r. *Violation of any of the above rules/regulations shall be justification for immediate termination of the event and denial of future use requests.*
6. *If an admission fee is to be charged during the rental; admission cannot exceed \$4 per contest and \$10 for a tournament pass.*

**South San ISD Release and Waiver of All Claims**

*South San Antonio ISD facilities are available for use by non-profit community groups/organizations with first priority always given to the education of students. The SSAISD provides appropriate, attractive, functional, and safe facilities for students, however, participation in any youth sports activity and use of any recreational facilities involves a risk of accidental injury despite all safety precautions.*

*Please read carefully before signing.*

*Having been informed of the activities conducted by: \_\_\_\_\_, I as an individual or as a parent or guardian of the participant(s) named herein, assume all risks and hazards incidental to the activities, and release from responsibility and agree to indemnify and hold harmless the South San Antonio ISD, and all its employees for any injury to my child(ren), myself, or my family members occurring during his/her/their participation in any activity or use of any recreational facility at South San Antonio ISD.*

*Name of child(ren):*

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

*Signature: \_\_\_\_\_ Date: \_\_\_\_\_*  
*Parent/Guardian*