

RAYMONDVILLE INDEPENDENT SCHOOL DISTRICT

Facility Rental/Use Request Form

Name of Organization: _____

Billing Address: _____
Street City State Zip

Adult Person Responsible/Title: _____ Phone: _____

Date(s) of Activity: _____ Time of Activity: From: _____ To: _____

Facility Requested: _____ Purpose: _____
(see Fee Schedule)

When proper arrangements for use of the facility have been made through the Campus Principal, Athletic Director or Superintendent, fees will be paid to the Business Office who will issue a receipt. The receipt will be necessary for entrance to and use of the facility. Keys to the facility will not be issued to anyone. An employee from the District will open and close the facility. Written application to the appropriate administrator shall be made at least 10 days in advance.

Insurance Requirement:

Any organization or individual must sign a Facility Rental/Use Request Form and must furnish liability insurance prior to approval for use. Any organization using District school facilities must provide an original Certificate of Insurance, with Raymondville I.S.D. named as Certificate Holder, indicating a minimum of \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability coverage. In addition, Raymondville I.S.D. must be named as an additional insured on this policy. The insurance carrier must hold a minimum "A" rating from A.M. Best Company. However, Raymondville I.S.D. reserves the right to determine the acceptability of a carrier regardless of its rating.

Terms and Conditions:

- a. Raymondville ISD assumes no responsibility for improving or maintaining the facility.
- b. Raymondville ISD makes no representations that the facility is safe or suitable for the intended use.
- c. Organization or individual using school facilities shall release the District from liability for personal injury and/or damages to personal property. Any group using school facilities shall be responsible for the cost damage incurred during their use.
- d. Organizations using the facilities shall:
 1. Conduct their business in an orderly manner.
 2. 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.
 3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.
- e. Renter is responsible for leaving the facility in the same condition and order in which it was found.
- f. Prior to building use, Renter shall be required to discuss set up and use of the facility with a district designee, and the district retains the right to prohibit any undesirable or harmful uses by Renter.
- g. Raymondville ISD disclaims any affiliation with Renter. Renter understands that Raymondville ISD, by permitting the use of this facility, does not support, advocate or endorse Renter's religious, political or social philosophy.
- h. A District employee(s) and RISD Police Officer must be present each time the facility is used. Arrangements with the Facility Supervisor and Chief of Police must be made for the employee to be present. Employee fees will be deducted from the deposit. If District employee fees exceed the deposit amount, Renter will be responsible for the remaining balance.
- i. All doors will remain closed while air conditioner is in use.
- j. Rental deposit must be paid at least one week prior to date of rental.

If permission is granted, we hereby agree to comply with the policy and regulations of the Raymondville Independent School District set by the Board of Education which governs these facilities identified as Raymondville ISD GKD (Local) Community Relations/Non-school Use of School Facilities. We acknowledge having read the preceding insurance requirements and terms and conditions and agree to comply and adhere to the same.

Signature of Applicant (Adult Person Responsible) _____

Date _____

Approved by: _____

Campus/Department Administrator of Facility Requested _____

Date _____

Superintendent Approval _____

Date _____

Fees Waived
Yes or No

For Business Office Use Only: _____

Rental Charge: _____ Deposit: _____ Amount Due: _____

Chief Financial Officer Signature _____

Date Paid _____

RAYMONDVILLE INDEPENDENT SCHOOL DISTRICT

Fee Schedule

Facility fees shall not apply when school buildings are used as polling places for public elections, for precinct and county conventions, or for public meetings sponsored by state or local governmental agencies. School sponsored groups will not be charged facility fees.

Sports Complex:		Deposit	Rental Charge
Football Stadium		\$200.00	With Lights \$150.00 Per Hr. Without Lights \$50.00 Per Hr.
Baseball Field		Deposit \$200.00	Rental Charge With Lights \$150.00 Per Hr. Without Lights \$50.00 Per Hr.
Softball Field		Deposit \$200.00	Rental Charge With Lights \$150.00 Per Hr. Without Lights \$50.00 Per Hr.
Gymnasium:			
Raymondville Early College High School (New Gym and Old Gym)		Deposit \$200.00	Rental Charge \$300.00 per day; \$100.00 Per Hr.
Myra Green Middle School		Deposit \$200.00	Rental Charge \$300.00 per day; \$100.00 Per Hr.
Pittman & LC Smith Elementary		Deposit \$100.00	Rental Charge \$200.00 per day; \$50.00 Per Hr.
At All Campuses:			
Cafeteria		Deposit \$100.00	Rental Charge \$100 for first hour; \$40.00 each addtl hour
Kitchen		Deposit \$100.00	Rental Charge \$100 for first hour; \$40.00 each addtl hour
Classrooms		Deposit \$100.00	Rental Charge \$20 per hour
Auditorium		Deposit \$200.00	Rental Charge \$300 per day; \$75 per hour

Updated 3-28-2017

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

PUBLIC USE	The Board permits public use of designated school facilities for educational, recreational, civic, or social activities, when these activities do not conflict with school use or with this policy.
APPROVAL OF USE	The principal is authorized to approve use of facilities on his or her campus. The Superintendent is authorized to approve use of other District facilities. Written application to the appropriate administrator shall be made at least ten days in advance. 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. [See CNB regarding nonschool use of District vehicles and FNAB regarding student group use of school facilities]
PRIORITIES	Priorities for scheduling the use of school facilities shall be as follows: 1. The regularly scheduled educational program, including instructional activities; meetings, practices, and performances of school-sponsored groups; and staff meetings related to official school business. 2. Meetings and other activities of school support groups organized for the sole purpose of supporting the schools or school-sponsored activities [see GE]. 3. Meetings and other activities of groups made up primarily of school-aged children. 4. Meetings of employee organizations [see DGA]. 5. Meetings and activities of other groups on a first-come-first-served basis.
FEES FOR USE	Except for school-sponsored groups and school support groups, users shall be charged a fee for operation, supervision, and clean-up costs at designated facilities. The Superintendent shall publish a schedule of fees for the use of facilities. Facility fees shall not apply when school buildings are used as polling places for public elections, for precinct and county conventions, or for public meetings sponsored by state or local governmental agencies. Facility fees shall not apply to meetings of employee organizations.
EMERGENCIES OR DISASTERS	The Superintendent may authorize the use of school facilities by civil defense officials in the case of emergencies or disasters.
REQUIRED CONDUCT	Organizations using school facilities shall:

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NONSCHOOL USE OF SCHOOL FACILITIES

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1. Conduct their business in an orderly manner.
2. 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.
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

RELEASE OF LIABILITY Organizations or individuals using school facilities shall release the District from liability for personal injury and/or damages to personal property. All groups using school facilities shall be responsible for the cost of damages incurred during their use.

DISTRIBUTION OF
NONSCHOOL
LITERATURE Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on any school premises in the District without permission in accordance with this policy.

The District's classrooms during the school day are provided for the limited purpose of delivering instruction to students in the courses and subjects in which they are enrolled. Hallways in school buildings are provided for the limited purpose of facilitating the movement of students between classes and allowing access to assigned lockers. Classrooms and hallways shall not be used for the distribution of any materials over which the school does not exercise control.

Each school campus shall designate an area where materials that have been approved for distribution, as provided below, may be made available or distributed to students or others in accordance with the time, place, and manner restrictions developed and approved by the campus principal. The Superintendent shall designate appropriate areas and determine appropriate time, place, and manner restrictions regarding distribution of nonschool materials at District buildings other than school campuses.

PRIOR REVIEW All written material over which the school does not exercise control and that is intended for distribution on District property shall be submitted for prior review according to the following procedures:

1. Materials shall be submitted to the Superintendent or designee for review.
2. To be considered for distribution, materials shall include the name of the organization or individual sponsoring the distribution.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

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3. Using the standards below at LIMITATIONS ON CONTENT the Superintendent or designee shall approve or reject submitted material within two school days of the time the material is received.
4. The requestor may appeal the decision of the Superintendent or designee to the Board in accordance with GF(LOCAL), beginning at the appropriate Level.

Appropriate law enforcement officials may be called when a person refuses to follow the procedures for submitting materials and fails to leave the premises when asked. [See GKA]

LIMITATIONS ON
CONTENT

Nonschool materials shall not be distributed if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
4. The materials contain defamatory statements about public figures or others.
5. The materials criticize Board members or school officials or advocate violation of school rules and fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA (LEGAL).
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials include hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar publications aimed at creating hostility and violence if they fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA(LEGAL).

[See CPAB regarding use of the District's internal mail system and FNAA regarding distribution of nonschool literature by students]