



Facility Use Guidelines

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FACILITRON DEFINITIONS

District Roles

District Administrator

- Manages requests for use of facilities that are not managed by a specific campus or department
- Reviews external requests
- Answers general questions about facility use
- Conducts walkthroughs with potential renters
- Works with business office on supervisor pay

Facilitron Specialist

- Reviews internal requests
- Manages all external requests
- Answers questions from internal and external users
- Works with Facilitron to verify insurance and payments

Department/Campus Roles

View - View only. This role can view reservations and make comments (i.e. custodial staff)

PA - Pre-Approval. This role can modify and pre-approve any reservation. (i.e. secretary on campus who enters requests and/or pre-approves external requests)

EA - Enhanced Access. This role can modify and pre-approve **external** reservations (placed by someone outside the district), and can modify and approve/decline **internal** reservations for their designated facility. Internal reservations placed by this role are **approved automatically**. (i.e. principal on campus)

FA - Full Access. This role can modify and approve/decline **any** reservation. **Internal** reservations placed by this role are **approved automatically**.

Key Words

Internal Reservation - reservation is being used for district purposes

Sibling Reservation - internal reservation by one district facility/campus to another district facility/campus (i.e. Communication department reserves the Athletic Community Room)

External Reservation - any reservation where facilities will be used for an event that is non-district related

RESERVATION GUIDELINES

Facility Use for Non-School Purposes

The Board of Trustees permits and encourages the use of District facilities in a manner that best serves the needs of the District community within the laws, rules and regulations that govern the operation of a public independent school district. District facilities are not available to private and/or charter schools.

For clarification purposes in this document and the corresponding policies, regulations or forms, the term “Mansfield ISD group” is defined as school groups such as MISD athletic teams, National Honor Society, and other school-related groups. A “non-Mansfield ISD group” is defined as all other groups regardless of classification.

Availability

District Administration has the authority to cancel a non-school use of its facilities if, but not limited to, an unexpected conflict arises with a District activity, there is a campus or District crisis, there is a maintenance failure that would render the facility unusable or if weather conditions prohibit the opening of the facility.

All persons or groups that have had an event canceled by the District that would like to reschedule must do so by accessing the District’s online facility rental system, Facilitron. There are no verbal negotiations or approvals for “make-up” days. Make-up days within the 14-day period will be allowed provided it has gone through the proper protocol of seeking approval through the Facilitron platform.

Rental Contract Approval

All non-school use of facilities, including athletic fields and school grounds, must be reserved by accessing the District’s online facility rental system, Facilitron. To qualify, the following apply:

- all accounts must be in good standing
- all insurance requirements must be met
- no prior issues with conduct, misuse of facilities or damages to facilities

Reservations

Groups or organizations considering rental of one or more of the District-wide facilities must use Facilitron. The reservation process is user friendly and efficient. Renters will be able to access photos and descriptions, see real-time availability, get estimated quotes, and pay online.

Renters can view and request all district facilities at <https://www.facilitron.com/misd76063> or go to the Mansfield ISD website / Facilities & Operations / Facility Rentals. Although the process of requesting/approval/management of facility use is digital, what is implemented on Facilitron remains the same as dictated by Mansfield Independent School District’s board policies on facility use. Mansfield Independent School District’s administrative staff will make final decisions on all facility use requests.

Facilitron will assist with the set-up of organizations and user accounts. Facilitron will also collect payment and proof of insurance (certificate of insurance and waiver of subrogation) on Mansfield Independent School District's behalf. Payments can be submitted conveniently on Facilitron. Payment options include major credit cards, checks, and ACH/check. All payments made by check or ACH/eCheck must be received, processed and reflected on the reservation seven (7) days prior to the rental date. If not received the reservation will be canceled. Proof of insurance (certificate of insurance and waiver of subrogation) can also be conveniently uploaded into the system. If insurance has not been verified by Facilitron and/or you have not communicated about the delay in submitting required insurance with MISD Facility Administrator at least 7 days before the reservation date, the event will be canceled.

The only way to request use of a district facility is by creating a Facilitron account and submitting a request online. If you need assistance setting up an account and/or submitting a facility use request, you can contact Facilitron directly at support@facilitron.com, by calling them at 800-272-2962 ext. 1, or by visiting their website at <https://support.facilitron.com/support/home>.

All requests for facility rental by non-Mansfield ISD groups can begin submitting their facility use requests as follows:

- Jan 1 - open July through December dates
- July 1 - open January through June dates

The electronic reservation process for all District facilities is as follows:

1. The individual requesting the facility must create an account through Facilitron and/or log into Facilitron to submit the request.
2. All events require a request for use to be submitted at least 14 days in advance from the event date. Cancellation by the Renting Organization requires 72 hours prior notice. Cancellations inside the 72 hour window will not receive a refund.
3. Once the selections are made, the request will be routed to the appropriate district officials with the final approval or denial being with the MISD Facility Administrator typically within 3 to 7 business days.
4. Facilitron will calculate your selections and provide you with an immediate estimate of your rental request. Please note that fees are subject to change based on the number of attendees, set-up required, and use of equipment requested.
5. If a multiple month-use contract is approved for your group, the full estimated monthly payment amount must be paid for the upcoming month by the 1st of each month prior to that month's use. If the payment is not received at least seven (7) days prior to the first scheduled day of use, the reservation will be canceled for nonpayment. Adjustments based on usage will be billed immediately.
6. If a renter has a balance for whatever reason or has not paid the first month's rent prior to the date of use the renter will not be permitted access to the premises.
7. Renter must upload a certificate of general liability insurance with per occurrence limits of at least one (1) million dollars, show Waiver of Subrogation (WOS) coverage and show the district as

additional insured on the general liability policy prior to facility use. Facilitron will verify your insurance. If your insurance is not verified within seven (7) days of your use date, your reservation will be canceled. All insurance requirements are listed in detail on the reservation.

8. A request that is for an athletic facility on a middle school or high school campus (outdoor or indoor) will route first to the Campus Athletic Coordinator or Office of the Director of Athletics (for District Athletic facilities) for pre-approval to use the campus facility, then to MISD Facility Administrator. No verbal agreements will be valid.
9. A request that is for a Fine Art's facility (auditorium) on high school campus will route first to the Campus Principal or designee for pre-approval and then to the Director of Fine Arts or designee for final approval. A request for Willie Pigg (district auditorium) for pre-approval to use the campus facility, then to MISD Facility Administrator. No verbal agreements will be valid.
10. A request that is for a Student Nutrition facility (district facility) will route to the Executive Director of Student Nutrition or designee for approval, then to MISD Facility Administrator for final approval. No verbal agreements will be valid.
11. A request for an indoor or outdoor rental space on a campus (cafeteria, parking lot) will be routed first to the campus principal or their designee for pre-approval to use their campus, then to MISD Facility Administrator for final approval.
12. If the concessions are requested for Athletic events, the Athletic Booster Clubs have the first opportunity to host concessions.. If they decline, then the applicant must work with the MISD Facility Administrator for guidelines. Renters will not be allowed inside of concession stands.
13. Food Trucks must meet all City and County requirements.
14. The renter will receive email notifications from Facilitron that notifies them of the status of their reservation request.
15. Facilities will open and close according to the reservation times. Contacting campus staff to enter the facility early is prohibited.
16. Mansfield ISD will make available on the Facility Rentals webpage via the District website, a copy of Facility Rental Guidelines which contains the current fee schedule in Exhibit B.

Approval to use District facilities, when made available, will be based on first-come, first-served basis. The District shall have priority of facility use and may cancel any agreement of any facility prior to the event if the District determines that it must use the facility for a function related to the operation of the District. The District also reserves the right to adjust or restrict the hours of use by any group or organization to accommodate a function related to the operation of the District or to accommodate the greatest number of requests.

The use of facilities is restricted to participants or guests associated with the organization/event that have not been authorized by the District. Subleasing is prohibited.

All reservation adjustments must be initiated in Facilitron. Making new or revised arrangements with MISD staff members other than the MISD Facility Administrator or designee is prohibited. If the reservation is altered in any way without following the indicated process, it is grounds for immediate suspension or cancellation of the reservation and being banned from using MISD facilities in the future.

Fee Rate Categories

The rental rate categories are defined as the following:

- **Internal** - All School or District groups. These groups will not be charged for facilities or staffing fees. This group is covered by district insurance.
- **Community Partners** - School or District affiliate groups serving District students, such as PTA/PTO, Boys and Girls Scouts and the City of Mansfield. These groups will not be charged for facility fees but will be charged for overtime staffing fees. Renters in this category must provide insurance.
- **Commercial** - Any non-school organization that does not fall in the “Community Partner Category”. These groups will be charged for services and facilities. Renters in this category must provide insurance.

Payment of Fees

Rental fees must be paid in accordance with policy and will only be reimbursed as outlined in the cancellation provisions.

Seven (7) days prior to an event, the group/organization will be responsible for paying the estimated fees associated with the facility rental and cost of the services as established in GKD (LOCAL) and the Mansfield ISD Facility Use Guidelines. Charges could include custodians, facility supervisor, security, equipment, and maintenance employee services.

If fee adjustments are necessary to your account due to changes in your rental, they will reflect on your Facilitron rental reservation as such. Payment will be due within seven (7) days prior to the event. If your group/organization rents on a long-term basis, for two (2) or more months at a time, you must pay on or before the first of the month through Facilitron for that month’s use, i.e. Reservations for multiple dates in September would require payment for those reserved dates on or before Sept 1, and so until the end of your approved use request. Failure to make payment will result in cancellation of future dates in that reserved series and denial of all future use if the payment status remains delinquent.

Rental fees will be charged based on the facility or facilities being rented, and employee service charges as specified in the GKD (LOCAL) and the Mansfield ISD Facility Use Guidelines are applicable. The fees are based on a three-hour minimum (unless otherwise stated). To avoid additional fees, customers are encouraged to conclude their activity on time and depart before the end of their reservation. Failure to pay

expected rental fees prior to or after the rental may result in the delinquent account being sent to collections after 90 days (about 3 months) of fees being uncollected.

Employee Services

The MISD Facility Administrator will determine the minimum number of staff members necessary. It is important that you provide the information used to make this decision in your Facilitron reservation request (type of activity, set-up, and anticipated number in attendance). Any facility use that requires additional services because of unreported or misrepresented information will be adjusted in the reservation accordingly and any applicable fees will be added. Payment of the additional fees must be paid within seven (7) days after the notification has been received by the renter.

Facilities Use Event Supervisor

The Mansfield ISD Rental Guidelines requires each organization or group approved for use of middle school and high school gyms, high school tracks, all turf fields, and high school and district auditoriums to have at least one (1) Event Supervisor assigned at a rate of \$41 per hour. The Event Supervisor’s role is outlined in Exhibit A.

Designated Holidays and Non-Instructional Day Use

District facilities will be closed on official District holidays unless permission is granted otherwise by the MISD Facility Administrator:

- New Year’s Day
- July 4th Week (Monday-Friday)
- Thanksgiving Day
- Christmas Eve
- Christmas Day

District facilities operate with a regular staff and schedule on the instructional days designated on the District’s instructional calendar. On non-instructional days, access to facilities may be limited due to changes in custodial hours and staff on these days.

Insurance

Groups or organizations shall maintain, at their sole cost and expense, comprehensive general liability insurance from a company authorized to do business in the State of Texas in which the group or organization is named as the insured and Mansfield ISD is named as an additional insured with limits that meet or exceed those established by GKD (LOCAL) and the Mansfield ISD Facility Use Guidelines for the period of time set forth in the Facility Use Terms and Conditions agreed to when a reservation has been submitted. The insurance policy must reflect that it is primary and not secondary or contributory with any insurance maintained by the District and may not be canceled prior to the conclusion of the term of the Facility Use Agreement. Cancellation of insurance shall also cancel the Facility Use Agreement until proof of insurance can be provided to the District. Each insurance policy must require that the insurer send notice to the District thirty (30) days in advance of cancellation, thirty (30) days in advance of nonrenewal and

thirty (30) days in advance of any material change. The policy must also include coverage for bodily injury including death and property damages, deprivation of civil rights or liberties, defamation of character, libel, slander, and other similar causes of action. The group or organization must waive any right of subrogation against the District in connection with any insurance proceeds received by or due to the District. The Certificate of Insurance shall be submitted by the group or organization at least seven business days before the event. Groups or organizations should understand and agree that if it fails to provide timely evidence of such insurance sufficient to provide primary insurance coverage to the District for all risks and limits described, the District will prohibit use of the facility and any deposit will be forfeited without waiver of the District's right to recover any other damages for such breach.

Requirements for insurance limits of liability are listed on the District website and on the rental reservation.

Required Conduct

All persons or organizations using District facilities shall:

1. Conduct their business in an orderly manner. Performances, exhibitions, or activities that are deemed indecent, obscene, immoral, or in any manner publicly offensive are not allowed.
2. Abide by all laws and policies, federal, state and local, including but not limited to those that prohibit the use, sale, or possession of alcoholic beverages, illegal drugs, tobacco products, e-cigarettes and firearms on school property, and rules of local police and fire departments.
3. Make no alteration, temporary or permanent, to District property without prior written consent from the Superintendent or designee. All decorations used within District facilities shall be subject to the approval of District officials. No open flame decorations or devices shall be permitted.

Individual Facility Guidelines

Gym Guidelines

- Available Gyms
 - High Schools - 3 gyms (requires facility supervisor)
 - Middle Schools - 2 gyms (requires facility supervisor)
 - Intermediate Schools - 2 gyms
 - Elementary Schools - 1 gym
 - Rock Gym - located at the MISD Administration building - Internal/Community partner use only
- Equipment - All equipment use requests should be indicated on the reservation request. The use of equipment is always at the discretion of the District.
 - Scoreboard and controller is included in rental cost
 - Volleyball poles and nets are an additional charge
 - Audio equipment is an additional charge
 - Additional charge for setting up gyms for games
 - Up to 2 tables will be provided at no additional charge

- Ice and water will be provided if the Renter provides their own coolers
- Balls will not be provided
- Restrictions
 - No tape of any kind can be placed on the gym floors.
 - Protection must be put on gym floors for any non-sport activities. Protection process must be approved by the Director of Athletics..
 - Chairs, jump boxes, etc are not allowed on the gym floor without permission from the Director of Athletics. The renter will be responsible for any damages to the floor.
 - Locker rooms are not available for use
 - All signs must be freestanding or suspended from existing hardware. Taping signs on walls, railings, etc. is prohibited.
- Concessions
 - Athletic Booster Clubs have first opportunity to run Concessions
 - Renters who are granted concessions will not be allowed to use concession stands. Renters must supply all of their own equipment - i.e. tables, crockpots, extension cords, etc
 - Renter wishing to use a food truck must have approval from the District Facilitator Specialist. Insurance and parking lot rental is required.
- Renter Responsibilities
 - Ensure that facility is left as it was when the Renter arrived
 - Ensure that all trash is picked up and bagged

Football Field Guidelines

- Available Fields - only turf fields are available for rental and use
 - High Schools - 1 turf field (requires facility supervisor)
 - Vernon Newsom Stadium - 1 turf field (requires facility supervisor)
 - R.L. Anderson Stadium - 1 turf field (requires facility supervisor)
- Equipment - All equipment use requests should be indicated on the reservation request. The use of equipment is always at the discretion of the District.
 - Scoreboard and controller is included in rental cost
 - Audio equipment is an additional charge
 - Video equipment at the two stadiums is an additional charge and approval is dependent upon having staff to run the equipment
 - Additional charge field equipment - i.e. chains, downmarkers
 - Up to 2 tables will be provided at no additional charge
 - Ice and water will be provided if the Renter provides their own coolers
 - District ATV/Mules are not available for use at any time
 - Footballs will not be provided
- Restrictions
 - Locker rooms are only available for use at Stadium facilities
 - All signs must be freestanding or suspended from existing hardware. Taping signs on fences, walls, etc is prohibited.
 - Vehicles and trailers are not allowed inside the gates.
 - All vehicles shall be parked in appropriate parking spaces in the parking lots. Vehicles

- o parked in fire lanes will be subject to a fine and possibly towed.
 - o The following items are strictly prohibited on the field and track and applies to all renters and spectators
 - Chewing gum
 - Sunflower seeds
 - Tobacco products
 - Open flames
 - Smoke machines/bombs
 - Golf/chipping
 - Food
 - Metal cleats
 - Tents
 - Confetti
- Concessions
 - o Athletic Booster Clubs have first opportunity to run Concessions
 - o Renters who are granted concessions will not be allowed to use concession stands. Renters must supply all of their own equipment - i.e. tables, crockpots, extension cords, etc
 - o Renter wishing to use a food truck (extra charge) must have approval from the District Facilitator Specialist. Insurance and parking lot rental is required.
 - o Grills/pits - Allowed only if proof of insurance is received and General Liability insurance has 'Damage to Rented Premises' of no less than \$500k, as outlined in the District's insurance requirements. These items are only permitted on concrete near the concession or parking lot. These items ARE NOT PERMITTED on the tracks or grass areas and must be operated at least 10 feet from any buildings or structures.
- Renter Responsibilities
 - o Ensure that facility is left as it was when the Renter arrived
 - o Ensure that all trash is picked up and bagged.

Track Guidelines

- Available Tracks
 - o High Schools (requires facility supervisor)
 - o Middle Schools - available for rent for practices only (requires facility supervisor)
- Equipment - All equipment use requests should be indicated on the reservation request. The use of equipment is always at the discretion of the District.
 - o Audio equipment is an additional charge
 - o Any track equipment needed is an additional charge. Note: high jump and pole vault pads will not be available if they are in storage.
 - o Marking of discuss and shot put areas is an additional charge and dependent on availability of district maintenance staff.
 - o Preparing jumping pits is an additional charge and dependent on availability of district maintenance staff.
 - o Up to 2 tables will be provided at no additional charge
 - o Ice and water will be provided if the Renter provides their own coolers
 - o District ATV/Mules are not available for use at any time
- Restrictions
 - o Locker rooms are only available for use at Stadium facilities
 - o All signs must be freestanding or suspended from existing hardware. Taping signs on fences, walls, etc is prohibited.

- Participants shall be allowed to camp on the turf field. Only meet officials and coaches shall be allowed.
- Vehicles and trailers are not allowed inside the gates.
- All vehicles shall be parked in appropriate parking spaces in the parking lots. Vehicles parked in fire lanes will be subject to a fine and possibly towed.
- The following items are strictly prohibited on the field and track and applies to all renters and spectators
 - Chewing gum
 - Sunflower seeds
 - Tobacco products
 - Open flames
 - Golf/chipping
 - Food
 - Metal cleats
 - Tents
 - Confetti
- Concessions
 - Athletic Booster Clubs have first opportunity to run Concessions
 - Renters who are granted concessions will not be allowed to use concession stands. Renters must supply all of their own equipment - i.e. tables, crockpots, extension cords, etc
 - Renter wishing to use a food truck (extra charge) must have approval from the District Facilitator Specialist. Insurance and parking lot rental is required.
 - Grills/Pits - Allowed only if proof of insurance is received and General Liability insurance has 'Damage to Rented Premises' of no less than \$1,000,000, as outlined in the District's insurance requirements. These items are only permitted on concrete near the concession or parking lot. These items ARE NOT PERMITTED on the tracks or grass areas and must be operated at least 10 feet from any buildings or structures.
- Renter Responsibilities
 - Ensure that facility is left as it was when the Renter arrived
 - Ensure that all trash is picked up and bagged.

Tennis Court Guidelines

- Available Courts
 - High Schools - 10 courts (requires facility supervisor)
 - Middle Schools - not available for rental or organized practices or meets
- Equipment - All equipment use requests should be indicated on the reservation request. The use of equipment is always at the discretion of the District.
 - Audio equipment is an additional charge
 - Up to 2 tables will be provided at no additional charge
 - Ice and water will be provided if the Renter provides their own coolers
 - Balls are not provided
- Restrictions
 - No tape allowed on the courts
 - Locker rooms are not available
 - All signs must be freestanding or suspended from existing hardware. Taping signs on fences, walls, etc is prohibited.
- Concessions

- Athletic Booster Clubs have first opportunity to run Concessions
- Renters who are granted concessions will not be allowed to use concession stands. Renters must supply all of their own equipment - i.e. tables, crockpots, extension cords, etc
- Renter wishing to use a food truck (extra charge) must have approval from the District Facilitron Specialist. Insurance and parking lot rental is required.
- Grills/Pits - Allowed only if proof of insurance is received and General Liability insurance has 'Damage to Rented Premises' of no less than \$500k, as outlined in the District's insurance requirements. These items are only permitted on concrete near the concession or parking lot. These items ARE NOT PERMITTED on the tracks or grass areas and must be operated at least 10 feet from any buildings or structures.
- Renter Responsibilities
 - Ensure that facility is left as it was when the Renter arrived
 - Ensure that all trash is picked up and bagged.

Auditorium Guidelines

- Available Auditoriums
 - High Schools - (requires facility supervisor) Rental only includes the auditorium and lobby areas
 - Willie Pigg - District Facility (requires facility supervisor) Rental only includes the auditorium and lobby areas. The classroom behind the stage is listed under Wester and is additional charge.
 - Student Nutrition Auditorium - District Facility (requires facility supervisor)
- Equipment - All equipment use requests should be indicated on the reservation request. The use of equipment is always at the discretion of the District.
 - Audio equipment is an additional charge
 - Video equipment is an additional charge
 - Tables requested will depend on availability and there will be an additional charge.
 - Lighting - basic lighting is included in the rental. Special or theatrical lighting will be an additional charge and may require an extra charge for an AV tech to program the lights.
 - Instruments may be rented for an additional charge.
- Restrictions
 - No physical alteration to the facility
 - Any tape used on the floor must be approved by the facility supervisor
 - Dressing rooms may be available for additional charge.
 - All signs must be freestanding or suspended from existing hardware. Taping signs on walls, railings, etc is prohibited.
- Concessions
 - Auditoriums do not have concession stands. No food or drinks are allowed in the auditoriums.
 - Groups wishing to run a concession stand may sell items in the lobby.
- Renter Responsibilities
 - Ensure that facility is left as it was when the Renter arrived
 - Ensure that all trash is picked up and bagged.

Cafeteria Guidelines

- Available Cafeterias - All campuses' cafeterias are available for rental
- Equipment - All equipment use requests should be indicated on the reservation request. The use of equipment is always at the discretion of the District.
 - Standard set up in the cafeteria is the use of cafeteria tables for seating. Any additional requests, i.e. 6 foot tables and/or chairs will be an additional charge and depend on availability.
 - Audio equipment is an additional charge and is only available for use at middle school and high school facilities (requires facility supervisor)
 - Video equipment is an additional charge and is only available for use at middle school and high school facilities (requires facility supervisor)
- Restrictions
 - No tape allowed on the floor
 - All signs must be freestanding or suspended from existing hardware. Taping signs on walls, railings, etc is prohibited,
- Renter Responsibilities
 - Ensure that facility is left as it was when the Renter arrived
 - Ensure that all trash is picked up and bagged.

Parking Lot Guidelines

- Available Parking lots - Most district facilities have parking lots available for rental
 - The use of Vernon Newsom Stadium and The Center parking lots (requires facility supervisor)
- Equipment - Equipment is not available for these rentals
 - Restroom requests - Depends on location and availability (Additional charges apply)
 - Water requests - Depends on availability (Additional charges apply)
- Restrictions
 - All signs must be freestanding or suspended from existing hardware. Taping signs on walls, railings, etc is prohibited.
- Concessions
 - Food Trucks - Must have District Facilitron Specialist approval
 - Pits/grills - Allowed only if proof of insurance is received and General Liability insurance has 'Damage to Rented Premises' of no less than \$500k, as outlined in the District's insurance requirements. These items are only permitted on concrete near the concession or parking lot. These items ARE NOT PERMITTED on the tracks or grass areas and must be operated at least 10 feet from any buildings or structures.
- Renter Responsibilities
 - Ensure that facility is left as it was when the Renter arrived
 - Ensure that all trash is picked up and bagged.

Safety

Parking – Please help us keep our school and kids safe. Illegally parked vehicles may impede medical emergency access. Do not be responsible for any delays; it could be for your child or family member. Please do not park in fire lanes, by fire hydrants, in handicap spaces or in accessible routes, or block driveways. All groups using any MISD facilities, athletic fields or school grounds are responsible for keeping all emergency access clear. Fines for violations may be up to \$500. Towing may incur a fee up to \$150.

Lightning Emergency Plan – All persons or organizations using MISD athletic fields or school grounds are responsible for monitoring weather. MISD’s Lightning Safety Plan can be found in Exhibit F for your reference.

Heat and Cold Guidelines – Please remind your participants to stay hydrated, take frequent breaks and seek medical attention if they experience symptoms of heat-related illness such as dizziness, weakness, headache, vomiting or muscle cramps. In addition, cold weather can be dangerous as well. Wind chill plays an important factor in the safety of participants. MISD’s Heat and Cold Guidelines can be found in Exhibit G for your reference.

Criminal Background Checks – MISD reserves the right to process individuals through a criminal background check or the Raptor Visitor System and refuse any individual who is a registered sex offender to access our school facilities.

Inflatables, Amusement Rides or Tents – None are allowed on MISD property without prior approval from the District Facilitator Specialist.

Outdoor Water Play – Outdoor water play is not allowed on MISD property without prior approval from the District Facilitator Specialist.

Conflict – In the event that there should be any conflict between your organization and another or a community member as to who has rights to the field at a given period in time, please contact the MISD Police Dispatch for assistance.

Security – All individuals or groups utilizing MISD facilities must adhere to the security requirements specified in the contract. Events held at any MISD stadium, tournaments on campuses, or events using more than one high school or middle school gym will necessitate a minimum of two officers. For other events with 100 or more participants and spectators, at least one officer is required. Two officers are required for 500 attendees, with an additional officer needed for every 250 attendees beyond that (e.g., 500 people = 2 officers, 750 people = 3 officers).

For events occurring on non-school days, at least one officer may be required at the district’s discretion. The renter must provide an estimated attendance and security requests at least 7 days before the event. MISD reserves the right to mandate additional officers based on district discretion. If an officer is not initially requested but has to respond for any reason, a minimum charge of \$120 per officer will apply.

At no time, will individuals or groups be able to hire their own security personnel.

Pits, Fryers, Etc. – Allowed only if proof of insurance is received and General Liability insurance has ‘Damage to Rented Premises’ of no less than \$500k, as outlined in the District’s insurance requirements. These items are only permitted on concrete near the concession or parking lot. These items ARE NOT PERMITTED on the tracks or grass areas and must be operated at least 10 feet from any buildings or structures.

Items Off Limits

- No parking on grass, tracks, or fire zones
- No storing of any equipment overnight, i.e., trailers, sports equipment, barbeque pits, etc.
- All signage / banners must be removed after each event
- Radios are not provided to renters
- Mules/ATVs are not permitted for use by renters

Event Emergency Planning

Not every planned special event runs as scheduled. Some incidents occur that are beyond our control. To ensure the safety of our community and visitors, each of us has the responsibility to protect and minimize the impacts of an emergency at planned events. Each renter should plan and prepare for emergency events. Any event consisting of more than 500 people, will be required to complete a Special Event Public and Event Management Plan. See Exhibit E for the form.

Pest Management Plan

Use, possession, or storage of any pesticide or herbicide on any Mansfield ISD property is prohibited as required by law. Violating any federal, state, or local laws or regulations will result in forfeiture of future activities on school property and may incur a fine up to \$5,000.

Signage

No signage may be posted on District property except at the facility during the scheduled date and time of the facility reservation. All signs (inside and outside) must be freestanding or suspended from existing hardware and must be promptly removed at the end of the event.

Food Trucks

Organizations must indicate in the Notes/History section of their Facilitron reservation the intent to use food trucks at their events. The food truck owner must rent the parking lot and provide their own insurance. In addition, the food truck owner must abide by all City and County requirements. Only one food truck is allowed for campus events.

Responsibility for Damages

District facilities are designed for educational purposes, and we ask all those we share our facilities to preserve their condition, providing a safe and healthy place for our children to learn. We ask that you please help us by placing trash in appropriate receptacles, be considerate of other patrons and avoid any activity that could damage or alter school property. All persons or groups using District facilities are expected to leave them in the same order and cleanliness as found. Also, be sure to remove all personal property immediately at the end of your scheduled event – items cannot be stored on District property. The assigned custodian(s) provide(s) general cleaning services – they are not present to continuously collect trash from seating, sidelines, fields, or parking lots.

All groups and organizations reserving or renting District facilities will be held responsible for any damage 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 Renter is not allowed to move and/or relocate any school equipment on the premises (ex. Evolve). The Executive Director of Facilities has sole authority to make this determination. The Facilitron Specialist shall also have the authority to determine the amount and extent of damages to be assessed.

Termination of Contract(s)

Violation of any term of District policy or procedures regarding the use of facilities may result in immediate termination of your rental contract, without refund, for the remainder of the school year. [GKD]

Termination of Rental Privileges Appeal Process

Renters can file a formal complaint and/or file an appeal challenging decisions made by District staff if they reside or if their organization is located within the MISD school zone boundaries. The District Board policy that governs Public Complaints is GF (Local). They must complete the Level One complaint form first. Once received an Authority is assigned to rule on the complaint. If the decision is not acceptable to the Renter, they can submit a Level Two appeal form. If the decision is still not acceptable, they may make one final appeal to the District Board of Trustees.

Disclaimer

The District is not liable for any personal injury or damage to personal property related to non-school business use of its facilities, athletic fields, and school grounds. Use of District buildings or equipment shall constitute acknowledgement that the person or organization shall be responsible to the District, its Board members, employees, or agents for all damages to the building or equipment and shall indemnify and hold harmless the District, its Board members, employees, or agents from any claim whatsoever resulting from or arising out of the use of the building or any part of it. [GKD]

Contact Information

Contact Info:

- Dawn Mailloux-Smith - District Facilitron Administrator
 - Email: dawnmailloux@misdmail.org
 - Phone: 817-276-5204

- DeMonica Hudspeth-Clark - District Facilitron Specialist
 - Email: demonicaclark@misdmail.org
 - Phone: 817-276-5228

After Hours:

- Dawn Mailloux-Smith - District Facilitron Administrator
 - 682-552-6176
- Mansfield ISD Police Dispatch - Emergency Contact
 - 817-299-6000

EXHIBITS

EXHIBIT A – Event Supervisor Responsibilities

Gym Events

- Arrive at the time the reservation starts in Facilitron.
- Identify the person in charge of the rental group.
- All district athletic equipment, bleachers, scoreboard controller, scorer's table, must be set up and taken down by a trained supervisor. When specific setup is required, it will be added to the group's reservation in Facilitron.
- Ensure that the group is not using equipment that the district regards as "unavailable".
- Ensure that renter is using facilities that they rented and that they stay on the schedule reserved. Renters should not be allowed into the facility early. If the renter goes beyond the rental schedule, contact the Athletic Office via email on the next business day.
- Do not allow any tape on the gym floor.
- Groups that need to have protective covering on the floor must have permission from the Athletic Office.
- Group has no access to dressing rooms, concession stands, and training rooms.
- Scoreboard is not available for practices - only scheduled league games and tournaments.
- Lock up and make certain everyone has cleared the building.
- Custodians should be present during games and tournaments.
- Group is responsible for picking up trash.

Football Events

- Arrive at the time the reservation starts in Facilitron.
- Identify the person in charge of the rental group.
- Only allow use of down markers and chains if the group has requested through Facilitron. There is a fee that must be paid for the use of all equipment with the exception of the scoreboard controller.
- Ensure that microphone and speakers are working at District Facilities (Newsom RLA), if the renter has paid through their reservation.
- Ensure that the group is not using equipment that the district regards as "unavailable".
- Ensure that renter is using facilities that they rented and that they stay on the schedule reserved. Renters should not be allowed onto the field early. If the renter goes beyond the rental schedule, contact the Athletic Office via email on the next business day.
- Ensure that trash cans have trash bags and are spread out.
- Group is responsible for picking up trash. Make certain that fields are cleaned up before the group leaves, and that the trash bags are secured.
- Group has no access to dressing rooms, concession stands, and training rooms.
- Scoreboard is not available for practices - only scheduled league games and tournaments.
- Custodians should be present during games and tournaments.
- If dangerous weather begins, work with the group to clear the area temporarily or for the rest of the

day. Group members should take shelter in their vehicles. Shelter is not provided indoors for field users unless extreme weather appears suddenly (ex. tornado).

- Lights should be programmed for the length of time requested on the reservation by the Athletic District Trainer. Contact the Athletic District Trainer if lights need to be cut off early.
- Lock up and make certain everyone has cleared the field.

High School Track Events

- Arrive at the time the reservation starts in Facilitron.
- Identify the person in charge of the rental group.
- Equipment may not be used by the group unless it has been requested in Facilitron. (high jump mats, pole vault mats, hurdles, etc)
- Track equipment is only available to rent during the Spring semester.
- Ensure that trash cans have trash bags and are spread out.
- If dangerous weather begins, work with the group to clear the area temporarily or for the rest of the day. Group members should take shelter in their vehicles. Shelter is not provided indoors for field users unless extreme weather appears suddenly (ex. tornado).
- Limit access to turf field inside track. Participants should not be allowed to congregate in this area.
- Cleanup of trash is the responsibility of the group. Make certain the area is clean before the group leaves, and the trash bags are secured.
- Check restrooms and other areas used, and lock gates before leaving.
- Lights should be programmed for the length of time requested on the reservation by the Athletic District Trainer. Contact the Athletic District Trainer if lights need to be cut off early.

High School Tennis Events

- Arrive at the time the reservation starts in Facilitron.
- Identify the person in charge of the rental group.
- Equipment may not be used by the group.
- Ensure that trash cans have trash bags and are spread out.
- If dangerous weather begins, work with the group to clear the area temporarily or for the rest of the day. Group members should take shelter in their vehicles. Shelter is not provided indoors for field users unless extreme weather appears suddenly (ex. tornado).
- Cleanup of trash is the responsibility of the group. Make certain the area is clean before the group leaves, and the trash bags are secured.
- Check restrooms and other areas used, and lock gates before leaving.

EXHIBIT B – Facility Rates

MISD FACILITY RENTAL RATES					
FACILITY	HOURLY RATE BEFORE ANY ADD-ON (A)	SUPERVISOR RATE PER HOUR (A,B)	SUPERVISOR RATE PER HOUR - WEEKENDS, SUMMERS, HOLIDAYS (A,B)	CUSTODIAN RATE PER HOUR - (A,B)	CUSTODIAN RATE PER HOUR - WEEKENDS, SUMMERS, HOLIDAYS (A,B)
	3 HR MIN.				
HS Cafeterias	\$115.00	N/A	N/A	\$35.00	\$35.00
MS Cafeterias	\$100.00	N/A	N/A	\$35.00	\$35.00
Int Cafeterias	\$85.00	N/A	N/A	\$35.00	\$35.00
Elem Cafeterias	\$70.00	N/A	N/A	\$35.00	\$35.00
HS Main Gym	\$125.00	\$41.00	\$61.50	\$35.00	\$35.00
HS JV Gym	\$100.00	\$41.00	\$61.50	\$35.00	\$35.00
HS PE Gym	\$75.00	\$41.00	\$61.50	\$35.00	\$35.00
HS GYMS (All 3)	\$250.00	\$41.00	\$61.50	\$35.00	\$35.00
MS Gym	\$75.00	\$41.00	\$61.50	\$35.00	\$35.00
MS Gym (Both)	\$100.00	\$41.00	\$61.50	\$35.00	\$35.00
INT Gym	\$75.00	N/A	N/A	\$35.00	\$35.00
INT Gym (Both)	\$100.00	N/A	N/A	\$35.00	\$35.00
ELEM Gym	\$50.00	N/A	N/A	\$35.00	\$35.00
Newsom Stadium	\$600.00	\$41.00	\$61.50	\$35.00	\$35.00
RL Anderson Stadium	\$200.00	\$41.00	\$61.50	\$35.00	\$35.00
HS Stadiums/Tracks	\$125.00	\$41.00	\$61.50	\$35.00	\$35.00
HS Tennis Courts	\$100.00	\$41.00	\$61.50	\$35.00	\$35.00
Willie Pigg Auditorium	\$200.00	\$41.00	\$61.50	\$35.00	\$35.00
Student Nutrition Complex Auditorium	\$150.00	\$41.00	\$61.50	\$35.00	\$35.00
HS Performing Arts Center	\$150.00	\$41.00	\$61.50	\$35.00	\$35.00
All other Conference/Community Rooms	\$100.00	N/A	N/A	\$35.00	\$35.00
VN Stadium/The Center Parking Lots	\$200.00	\$41.00	\$61.50	\$35.00	\$35.00
HS/RLA Stadium Parking Lots	\$100.00	N/A	N/A	\$35.00	\$35.00
Elem/Int/MS Parking Lots	\$50.00	N/A	N/A	\$35.00	\$35.00
HS Kitchen	\$50.00	N/A	\$61.50	N/A	\$35.00
MS/IM Kitchen	\$50.00	N/A	\$61.50	N/A	\$35.00
Elem Kitchen	\$50.00	N/A	\$61.50	N/A	\$35.00

EXTRA CHARGES WHEN APPLICABLE (PER HOUR)

	RATE PER HOUR (A,B)	RATE PER HOUR - WEEKENDS, SUMMERS, HOLIDAYS (A,B)
MISD Security (A,B)	\$60.00	\$90.00
Field Lights	\$50.00	\$50.00
Audio/Visual Operator	\$41.00	\$61.50
Audio/Visual Equipment	\$25.00	\$25.00
Stadium Video Boards	TBD	TBD
Sound/Lighting Programmer	\$50.00	\$75.00
Sport Equipment	\$25.00	\$25.00
Scoreboard Operator	\$41.00	\$61.50
Field Striping (C)	\$150.00	\$150.00
Chair charge per event (4 provided @ no charge)	\$1.00	\$1.00
Table Charge per event (2 provided @ no charge)	\$4.00	\$4.00

A - Rates are based on three hour minimum and any add-on requested will be additional charges

B - Depending on the event and number expected, MISD reserves the right to determine the appropriate number of Supervisors, Custodians, and Security needed.

C - Flat Rate

EXHIBIT C – Facility Use Terms and Conditions

MANSFIELD INDEPENDENT SCHOOL DISTRICT

Hold Harmless Agreement and Facility Use Terms and Conditions

To the extent permissible by the Constitution and laws of the State of Texas, the user(s) of a School District facility agrees to protect, indemnify and hold free and harmless, Mansfield Independent School District, its Board of Trustees, officers, employees, and agents (the “District” or “Mansfield ISD”) from and against any and all claims, demands, causes of action, or other litigation (including all costs and attorney’s fees) of every kind and character on account of personal injuries, deaths, bodily injury or damage to property, of the public, Mansfield ISD or the User, its or their guest, employees, supervisors, vendors and agents whether resulting from the performance of its obligations under this Agreement or the quality or safety of the programs used and/or the equipment or property of the User, all of these without regard to fault, even if any indemnified or injured party is negligent in whole or part.

As the contact person duly authorized to act on behalf of the renting organization, I acknowledge and agree that:

1. All facility use should be registered using the online reservation system:
<https://www.facilitron.com/misd76063>.
2. MISD facility rental guidelines can be found at [Facility Rentals - Mansfield Independent School District \(mansfieldisd.org\)](#).
3. Any public group that desires to use a MISD facility must be submitted through the online system. All events require a request for use to be submitted at least 14 days in advance from the event date. Cancellation by the Renting Organization requires 72 hours prior notice. Cancellations inside the 72 hour window will not receive a refund.
4. The District shall have first priority of facility use and may cancel any agreement of any facility prior to the event if the District determines that it must use the facility for a function/event directly related to the operation of the District. This is applicable also to changes in UIL schedules that creates conflict with the rental agreement.
5. The use of the facility requested will be restricted to the areas designated and approved for the reservation and to individuals associated with the organization in order to maintain security.
SUBLEASING IS PROHIBITED.
6. Upon completion of Use, the renter will be responsible for restoring the facility to its condition prior to use. This includes picking up trash, moving equipment back to where it was found, etc.
7. Adult supervision must be provided by the Renter at all times.
8. The use, sale or possession of any weapons, firearm (including concealed or open-carry handguns without specific authorization and/or unless otherwise permitted by law - i.e. by a peace officer), illegal drugs, alcoholic beverages, and pyrotechnics (including fireworks) and the use of tobacco

products and e-cigarettes on any District property are prohibited.

9. The use, possession, or storage of any pesticide or herbicide on and District property is prohibited.
10. Concessions and Food Trucks must have District Facilitron Specialist approval.
11. Performances, exhibitions, or activities that are deemed indecent, obscene, immoral, or in any manner publicly offensive are not allowed. School property shall not be used for the teaching, promoting, disseminating or furtherance of any theory or doctrine of subversive nature, intended or threatening to undermine or overthrow the constituted form of government of the United States or of the State of Texas.
12. No signage may be posted on District property except at the facility during the scheduled date and time of the facility reservation. All signs (inside and outside) must be freestanding or suspended from existing hardware and must be approved by the District prior to use.
13. No items/equipment shall be fastened to the floor, walls, or ceilings with nails, screws, or any kind of tape that could damage the finish of the building surface.
14. Individuals/Groups/Organizations reserving a Mansfield ISD facility shall conduct their business in an orderly manner. The Renter assumes full responsibility for the conduct of any and all persons using the facility during the rental.
15. The renter accepts full responsibility for protecting school property and equipment and assumes any and all liability for repairs or replacement or for any damage done to buildings, equipment, or other school property used by the renter.
16. Materials distributed by organizations engaged in promoting a product or service shall have a written statement that the products or services are not sponsored or endorsed by the Mansfield Independent School District.
17. The Renter shall provide a certificate of insurance in the amount of not less than \$1,000,000 per occurrence / \$1,000,000 aggregate prior to the use of the facility. The District shall be named as an additional insured on the policy. Each policy will be endorsed to provide 30 days written notice to Mansfield ISD of any cancellation or reduction in coverage. The general liability will include a Waiver of Subrogation Endorsement.
18. All individuals or groups utilizing MISD facilities must adhere to the security requirements specified in the contract. MISD reserves the right to mandate additional officers based on district discretion. If an officer is not initially requested but has to respond for any reason, a minimum charge of \$120 per officer will apply. At no time, will individuals or groups be able to hire their own security personnel.
19. All federal, state, and local laws and rules of police and fire departments must be complied with by the Renter.
20. The District may assign an Event Supervisor(s) to oversee the facility rental event at its discretion. A fee will be assigned accordingly.

21. Charges for an event are assessed from the time the facility is opened for the event until it is cleared and secured. In the event of a no-show, there will be no refund.
22. It is understood that the estimated cost incurred under this Agreement will be prepaid by the Renter seven (7) days prior to the event. Should the facility be used for time or manner exceeding that specified in the Agreement, the extra charge will be assessed and billed to the Renter in Facilitron. Additional charges must be paid to Facilitron upon receipt.
23. Failure to pay an invoice on time will result in immediate cancellation of all future reservations. All past due accounts may be turned over to a collection agency.
24. The MISD Facilitron Administrator must authorize any changes to the Agreement once it has been submitted and approved. Changes must be requested in writing in the “comment section” of the reservation within 72 hours of the event. Direct contact with the campus regarding changes is prohibited.
25. The Renter is responsible for reading the Mansfield ISD policies GKD (legal), GKD (Local), and GKD (Regulation) prior to using a Mansfield ISD facility. Failure to adhere to Mansfield ISD policies and procedures may result in forfeiture of the current utilization and future use of District facilities.
26. All terms and conditions are governed by Board policies GKD (Legal), GKD (Local), and GKD (Regulation) as they now exist or may be amended. In the event of any conflict between the terms and conditions of this Agreement and Board policy, Board policy will control.
27. The renter must schedule all site visits and discuss all event details with the District. In order to preserve the schools’ focus on education, direct contact regarding facility use with the campus staff is prohibited.
28. MISD is committed to providing a safe environment for our visitors. We have implemented a Public Access Defibrillation program in our facilities. Automated External Defibrillators (AEDs) have been placed in all our facilities. An AED is located in the main hall of each school near the office, and in larger buildings, there is directional signage for additional AED locations. Please be advised that trained staff is not available to assist you in the event of an emergency. However, if you are CPR certified and feel you can effectively use the AED, please feel free to do so.
29. The reservation is not confirmed until approval is made by the District.

EXHIBIT D – Event Emergency Planning

If an incident occurs during your event, it has the potential to affect the safety of all attendees. The Group leader should have MISD Police Dispatch number (817-299-6000) and have his or her phone on during the event.

Evacuation

You may be asked to evacuate for a number of reasons, designate a primary and secondary assembly location.

Identify primary and secondary assembly locations:

1. _____ 2. _____

Fire and/or fire alarm

- Contact your organization’s event leader.
- Immediately pull the nearest fire alarm pull station as you exit the building.
- When evacuating the building, be sure to feel doors for heat before opening them to be sure there is no fire danger on the other side.
- If there is smoke in the air, stay low to the ground, especially your head, to reduce inhalation exposure. Keep a hand on the wall to prevent disorientation and crawl to the nearest exit.
- Go to your assembly area and await further instructions from emergency personnel.
- Treat every fire alarm as an emergency. If the alarm sounds, exit the building immediately.

Gas leak

- Contact your organization’s event leader.
- Proceed to the nearest exit and exit the building in an orderly fashion.
- Go to your designated assembly area.

Whom to contact

In order to ensure that the proper authorities are notified, when you are safe from immediate danger, call the following:

- Emergency 9-1-1
- MISD Police Dispatch (817) 299-6000

Power Outage

- Wait for the custodian or event supervisor to assist with the lights.
- Keep your group together and accounted for.
- Call MISD Police Dispatch to report an outage if not resolved with the help of the custodian or event supervisor.

Severe Weather

Severe weather can occur year-round, if severe weather is anticipated during your event, remain weather aware.

- If inclement weather is expected, assign someone to monitor it.
- Determine a communications structure for severe weather and/or tornado warnings.
- Identify weather shelter locations. The rule of thumb is to put as many walls between you and the outdoors as possible and head to the lowest floor.

Unwanted Person

Evaluate

If you find yourself in a situation with an unwanted or threatening individual or observe that a fellow team member is in this kind of situation, ask yourself:

- Is this a life-threatening situation?
- Would a direct call to 9-1-1 escalate the situation?
- When in doubt, call 9-1-1.

Respond

1. If you feel this is a life-threatening situation, remove yourself immediately and call 9-1-1.
2. Otherwise, you should call MISD Police Dispatch at (817) 299-1960 to explain the situation (building, floor number, etc.).
3. Police will respond accordingly.
4. The listener should stay in contact with the person who is the unwanted individual.
5. If at any time you feel threatened or unsafe, leave the area and call 9-1-1 directly.

Medical Emergency

- Immediately summon help from 9-1-1 and notify MISD Police Dispatch at (817) 299-1960.
- Describe the nature of the emergency (illness or injury) and tell how many victims are involved.
- Provide exact location (inside or outside). If inside the school, provide the door number. If outside the school, provide the closest exterior door number.
- DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern (fire present, explosive atmosphere, etc.).
- Assess the victim and, if applicable, begin CPR.

- Check the victim for a medical alert bracelet or necklace.
- Disperse onlookers and keep others from congregating in the area.
- If possible, isolate the victim(s).
- Direct someone (event staff, spectator) to meet and guide the First Responders.
- Remain to assist emergency medical personnel.

Event Briefing

Conduct a pre-event briefing among the event team members to review:

- Details of the venue, including entrances and exits, number of people attending, and specific information about the audience/attendees (ages, special needs, etc.).
- Evacuation and shelter plan.
- Code Word.
- Clear direction on unacceptable behavior.
- Potential weather issues.
- Hazardous weather plans.
- Details on emergency communications plans.
- Details on medical plans (Location of first aid kit, location of AED).

Event Safety Acknowledgment

By signing below, I acknowledge the following:

- This form was completed accurately.
- I have reviewed the emergency procedures provided to me.
- I understand that I am ultimately responsible for the safety of participants and attendees at the event.

Printed Name: _____

Signature: _____ Date: _____

EXHIBIT E – Event Management Plan



**Mansfield Independent School District
Event Management Plan
Safety & Security Department**

Return To: DeMonica Hudspeth-Clark
Facilitron Specialist
demonicaclark@misdmail.org
817-276-5201

Contact Info: Matthew Van Cleave
Emergency Management Coordinator
matthewvancleave@misdmail.org
817-299-1960

This template has been produced to aid event organizers in planning safe and exciting events with 500 or more attendees. This document is reviewed by the MISD Safety & Security Department to ensure that all aspects have been met.

Once reviewed by the Safety and Security Department, conditions and requirements will be set by District Administration and shared with you. Thank you for promoting a safety-oriented culture.

1. EVENT OVERVIEW															
EVENT NAME	Event Name: _____														
EVENT INFORMATION	Event Coordinator(s): _____ Contact #: _____ Event Date: _____ Event Start/End Times: _____ Event Location: _____ Approximate Number of Attendees: _____														
EVENT ORGANIZATION CHART	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; text-align: center;">Role Title</th> <th style="width: 50%; text-align: center;">Brief Explanation of Responsibilities</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Role Title	Brief Explanation of Responsibilities												
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MISD SAFETY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name: MISD Police Dispatch</td> <td>Number: 817-299-6000</td> </tr> <tr> <td>Name:</td> <td>Mobile:</td> </tr> <tr> <td>Email:</td> <td> </td> </tr> </table>	Name: MISD Police Dispatch	Number: 817-299-6000	Name:	Mobile:	Email:									
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EXHIBIT F – Lightning Safety

Mansfield ISD - Lightning Safety



Phase 1:

Notify your staff that storms are in the DFW area and to increase their situational awareness when outdoors. Postpone outdoor activities that cannot be stopped quickly.

Phase 2:

Maintain situational awareness and watch for further communication from the safety and security team.

Phase 3:

All outdoor activities are postponed until the area has been clear of lighting for 30 minutes.

Lightning Safety:

Indoor Safety Tips

- Don't touch electrical equipment or cords.
- Avoid plumbing.
- Do not lie on concrete floors or lean against concrete walls

Outdoor Safety Tips

- Go indoors. "When thunder roars, go indoors."
- Seek shelter immediately, even if caught out in the open.
- Separate from others.
- Don't stay in open structures.
- Avoid open spaces.
- Don't stay near tall structures.

EXHIBIT G – Heat and Cold Guidelines

Mansfield ISD - Heat and Cold Guidelines

WBGT Guideline Overview

WBGT READING	Flag	Risk for Heat Illness	ACTIVITY GUIDELINES AND REST BREAK GUIDELINES
Under 83.0 Degrees Fahrenheit	Green	Very Low	Normal activities – Provide at least three separate rest breaks each hour of minimum duration of 3 minutes each during workout.
83 – 87 Degrees Fahrenheit	Yellow	Low	Maximum time of exposure is 2 hours Use discretion for intense or prolonged exercise; watch at risk players carefully; Provide at least three separate rest breaks each hour with a minimum duration of 4 minutes each.
87.1 – 90 Degrees Fahrenheit	Orange	Moderate	Maximum exposure time is 2 hours. For Football, helmets, shoulder pads and shorts for practice and conditioning activities. If the WBGT rises to this level during practice, football players may continue to work out wearing football pants without changing into shorts. For All Sports: provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.
90.1 – 91.9 Degrees Fahrenheit	Red	High	Maximum time of exposure is 1.5 hours. For Football, helmets, t-shirts, shorts, no other protective equipment may be worn during practice and there may be no conditioning activities. For All Sports: there must be 20 minutes of rest breaks distributed throughout the hour of practice.
Over 92 Degrees Fahrenheit	Black	Very High	NO OUTDOOR WORKOUTS. Delay practice until a cooler WBGT level is reached

COLD Weather Overview

Wind Chill Factor Between 35 - 32 degrees with rain:

- 45 minutes exposure

Wind Chill Factor 32 Degree or below with rain:

- All practices will be inside
- No outside exposure

Wind Chill Factor between 25- 32 Degree (Dry):

- 45 minutes of total exposure to chill factor

Temperature under 32 and/ or Wind Chill Factor less than 25 degrees:

- No outside practices
- All work must be inside