

Sherman Independent School District

Use of District Facilities

Management Policies and Guidelines

ORGANIZATION All use of school facilities by non-district entities will be coordinated through the Campus Principal and Business Office. The Business Office will notify the Maintenance Office when a rental agreement has been signed. Rental of athletic facilities will coordinated through the Athletic Department.

AVAILABILITY School buildings and other facilities will be available to groups for educational, recreational, civic, and social activities, when these activities do not conflict with school use, School Board policies, or Joint Use Agreements. Programs serving District students will be given priority for use. As a general rule, the school buildings and other facilities are not available for sales events and similar programs. The following guidelines shall pertain to all groups who desire to use schools and/or other facilities in accordance with this policy, applicable School Board Policies (GKD-LEGAL, GKD-LOCAL, GKA-LEGAL, GKA-LOCAL), and applicable laws and regulations.

1. COMPLIANCE WITH LAWS, RULES, REGULATIONS, AND POLICIES

No school facility shall be used by any group or individual who is not in compliance with the requirements of all Federal and State statutes, regulations, and rules prohibiting discrimination on the basis of race, religion, color, sex, national origin, handicapping conditions, age, or other classification. State law prohibits the use of alcohol on school property. All laws (federal, state, local) and Sherman ISD policies are in effect 24 hours per day, including the times a facility is rented. A law enforcement officer shall enforce the law including, but not limited to, possession or consumption of alcohol on school property, drug law violations, weapon law violations, disruptions, trespassing, and the violation of any traffic law. The District's "Tobacco Free Policy" prohibits the use of tobacco in ANY form, in or on any District property or any location leased by the District where a user group is being held. The policy includes, but is not limited to, all buildings, vehicles, property (outdoor or indoor), and all staff, students, parents, visitors, and patrons.

2. VIOLATION OF LAWS, RULES, REGULATIONS, AND POLICIES

Any misrepresentation by any organization and/or individual, any abuse of any District property, any violation of state, local, or federal law and/or any violation of any District policy, rule or regulation may result in: 1) the immediate termination of the rental contract; 2) the requirement to immediately vacate the premises; and/or 3) the denial of that organization's and/or individual's request for future use of the premises.

3. YOUTH GROUPS

Youth groups using District facilities, unless otherwise specified, must be composed of at least 75% of students from the District. A student verification list must be provided to the Superintendent's designee upon request.

4. LONG-TERM LEASES

Organizations desiring to rent a facility on an extended basis shall be allowed to lease only elementary campuses, as determined by the District. These long-term leases are expected to be held on Saturday (all day) or Sunday (mornings) to allow ample time for SISD staff to prepare for school. Organizations must have at least fifty (50) regularly attending members. The organization must be comprised of at least 75% of residents residing in District boundaries. A membership roster reflecting member addresses must be provided to the Superintendent's designee upon request.

Organizations must meet with the District's administration each year and obtain a lease agreement renewal. If the District's administration approves the renewal for one more year, a new lease agreement will be signed. An organization can obtain up to four lease agreement renewals. After five years, all leases will terminate and the organization will vacate the District's facility.

Organizations shall be charged the designated rate per hour for use of the facilities for the first two years of the leasing period. The lease rate will increase by 10% each year after the first two years until the lease terminates (100% in year one, 100% in year two, 110% in year three, 120% in year four, and 130% in year 5).

5. RESTRICTED USE OF CERTAIN AREAS

Certain areas such as laboratories, shops, and open teaching areas are not available for public use. Auditoriums may be used by non-profit organizations for general youth group leadership-training events; by performance studios for annual recitals or one time events and any established business partners for approved training or employee recognition events. The athletic type facilities will be available to lease only with the approval of the District's athletic department.

6. RESTRICTED USE DATES

Administrative approval is required if facilities are requested within the first two weeks of school (August and September) and during regular school holidays such as Thanksgiving Break, Christmas Break, and Spring Break.

7. ACCESS TO KEYS

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

8. CUSTODIAL AND OTHER SERVICES

Base fees charged to paying groups shall include limited custodial service only. Any specific service required shall be paid for in addition to the base fee.

9. PROPERTY DAMAGE

Damages to District property shall be paid for by the using group whether caused by the using group or others. Misuse or abuse of District equipment and/or facilities will result in the immediate denial for further use.

10. INSURANCE

All groups must sign a Rental Agreement and must furnish liability insurance prior to approval for use. Any organization using school facilities must provide an original Certificate of Insurance, with Sherman ISD named as the Certificate Holder, indicating a minimum of \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability coverage. In addition, Sherman ISD must be named as an additional insured on this policy.

The insurance carrier must hold a minimum "A" rating from the A.M. Best Company. However, Sherman ISD reserves the right to determine the acceptability of a carrier regardless of its rating. The insurance requirement may be waived by organizations that exist for the improvement of educational opportunity in the District, subject to the approval by the Superintendent or designee.

11. ATTENDANCE BY GENERAL PUBLIC

Any group renting or using a building for an occasion which the general public is eligible to attend shall be held responsible for the treatment of the property by the general public during that time. The group shall, at the discretion of the Superintendent's designee, be required to employ Law Enforcement officers to help ensure the safety of attending persons as well as to help prevent the destruction of school property. Employment of law enforcement officers does not release the renting or using group from liability for any damages incurred and/or injuries sustained while the building is occupied by the using group.

12. SUBSEQUENT AGREEMENT

After the original agreement, groups or organizations desiring to continue to use the facility shall be required to submit a new application. Changes made after the original agreement is signed which affect the amount to be charged and/or the conditions of the rental agreement shall necessitate the signing of a new agreement to supersede the original agreement.

13. USE OF SCHOOL KITCHEN

Cafeterias and kitchens shall be available for use according to the schedule of charges. Basic charges for cafeteria use include only water, sinks, and serving line. The basic charges do not include pots, pans, warmers, refrigerators, and other equipment. If full kitchen facilities are requested, only District food service personnel shall be used. The number of food service personnel will be determined on a case-by-case basis.

14. DISTRICT STAFF

The District shall furnish the necessary staff to open, clean and close the property. If the building is being rented or used during hours when District staff members are normally on duty and it is determined by the Superintendent's designee that no additional cleanup is warranted, there will be no charge for this service. However, if the building is being rented or used for hours during which District staff members are not normally on duty, the Superintendent's designee shall assign the number of staff necessary to maintain the facility.

15. DESIGNATED REPRESENTATIVE

Any group renting or using District facilities shall designate one member of the group to be responsible for the program or activity. This person shall, in turn, be responsible to the Campus Principal and/or the Director of Maintenance and Operations.

16. SISD STAFF CAMPS

Any SISD staff member conducting a camp must be a full-time employee. The camp shall not be sponsored by a private organization. Financial assistance shall be provided to participants that qualify for the national school lunch program.

17. RENTAL AND PAYMENT TERMS

Except for school-sponsored groups and school support groups, users will be charged a fee for operation, supervision, and clean-up costs at designated facilities. A deposit fee of 50% of the basic rental fee shall be paid within five days of application approval. Such deposit is refundable if cancellation is made within five days prior to the scheduled program. The balance of the rental fee and other additional charges shall be due and payable upon receipt of the District's invoice.

Checks shall be made payable to the Sherman Independent School District and payment of the facility usage charges shall be made prior to rental or use of the facility. Rental time shall be charged from the time the lessee enters the building until the lessee leaves the building (set-up time until break-down time).

18. OTHER CONDITIONS

1. A custodian shall be required to be on duty for the entire time the building is used.
2. The organization or group agrees to restore to original condition any unwarranted destruction of property.
3. The use of special props, decorations, and other equipment must be approved in advance through the campus principal or designee.
4. Alterations of sound and lighting systems shall not be permitted. District-trained staff are the only people allowed to use the sound and light systems at Sherman High School Auditorium.
5. Fire safety precautions shall be observed. No open flame devices shall be permitted under any circumstances.
6. If SISD microphones are used, deposits will be paid for each microphone. If the microphones are returned in good condition, the deposit will be refunded in full.
7. A separate contract will be signed with concert and event promoters, as needed.

19. CLASSIFICATION OF GROUPS

Groups that may be allowed to use or rent District facilities shall be classified as "non-paying groups" or "paying groups."

A. **NON-PAYING GROUPS**

1. Student, staff, and parent organizations directly related to the District shall have the use of the facilities as scheduled by and under the supervision of the principal without charge.
Examples: (non-exhaustive)

- a) School student organizations
- b) PTA/PTO/Booster Clubs
- c) Educational and professional organizations for Sherman ISD staff
- d) Polling places
- e) School clubs and activities
- f) SISD sponsored camps. Staff members must be under contract to SISD and represent no outside private organization. Examples: (non-exhaustive):

- (1) Basketball, football, tennis, baseball, volleyball camps
- (2) Weight training camp
- (3) Math, science, computer, technology camp
- (4) Drill team, cheerleading, band, flag, orchestra, choir camp

Non-Paying groups shall not sub-lease or sponsor an activity for which charges are assessed.

2. Non-school youth organizations comprised entirely of students residing within the District shall not be charged for facilities utilized between the time of student dismissal and an agreed upon time as set by the principal on school days. Examples: (non-exhaustive)

- a) 4-H Clubs
- b) Boy Scouts
- c) Girl Scouts
- d) Indian Guides
- e) Special Olympics

3. Non-profit (Section 501c3) service organizations holding an IRS tax-exempt status, whose efforts support the goals, curriculum and student development practices of SISD, as determined by the superintendent or the superintendent's designee. Access will be assigned to sites on a schedule, based on space available. Examples: (non-exhaustive)

- a) SISD Educational Foundation (SEF)
- b) Sherman Ex-Students Association

B. PAYING GROUPS

The specified District facilities shall be available for rental to the following in priority order and at fees established by the District.

CLASSIFICATION I - Non-profit groups and activities serving youth and community.
Examples: (non-exhaustive)

- (1) City of Sherman
- (2) Youth Sports Groups
- (3) Civic Clubs
- (4) Any Religious Groups
- (5) Churches Leasing Facility for Church Services (75% minimum SISD memberships)

CLASSIFICATION II - Profit making groups and activities that serve school or District purposes. Examples: (non-exhaustive)

- (1) SAT Instruction - if conducted by outside private organizations
- (2) Drill Team Camps - if conducted by outside private organizations
- (3) Cheerleading Camps - if conducted by outside organizations
- (4) Instructional Private Organizations
- (5) Performance Studios

SERVICES PROVIDED

A. NON-PAYING GROUPS

1. Non-paying groups shall be provided free custodial services with the use of the facility when District custodial staff is scheduled to be on duty at the given facility. Any additional services deemed necessary by the Superintendent's Designee shall be paid for by the using group. Examples of staff frequently needed: (non-exhaustive)
 - a. Security Officer - \$30.00 per hour
 - b. Supervisory Staff - \$20.00 per hour
 - c. Custodians - \$20.00 per hour
 - d. Building Mechanics - \$20.00 per hour
 - e. Technical Support - \$25.00 per hour
 - f. Theater Manager - \$25.00 per hour
 - g. Gate/Ticket Operator - \$40.00 per event, each
 - h. Athletic Administrator - \$60.00 per hour
 - i. Designated Coach - \$40.00 per event
 - j. Athletic Secretary - \$40.00 per event
2. Non-paying groups shall be required to pay for services of staff under two conditions:
 - a. When the facility is used on days or during hours when District staff is not scheduled to be on duty.
 - b. When District staff must provide services to non-paying groups that they would otherwise not be required to provide. Examples of required services: (non-exhaustive)
 1. Custodians - \$20.00 per hour
 2. Building Mechanics - \$20.00 per hour
 3. Electricians - \$20.00 per hour
 4. HVAC Technicians - \$20.00 per hour
 5. Security Officers - \$30.00 per hour
 6. Technical Support - \$25.00 per hour
 7. Theater Manager - \$25.00 per hour

B. **PAYING GROUPS** - Paying groups using District facilities shall be required to pay for the use of staff. Examples of requested services: (non-exhaustive)

1. Security Officers - \$30.00 per hour
2. Supervisory Staff - \$20.00 per hour
3. Custodians - \$20.00 per hour
4. Building Mechanics - \$20.00 per hour
5. Technical Support - \$25.00 per hour
6. Theater Manager - \$25.00 per hour

FILING REQUEST FOR USE OF FACILITY All groups shall file requests with the principal of the school for the use of their respective facility who in turn shall coordinate with the Superintendent's Designee.

SHERMAN ISD
COMMUNITY USE OF DISTRICT FACILITIES – PAYING GROUPS
BUILDING RENTAL FEE SCHEDULE
ADMISSION CHARGED

AREA	MINIMUM HOURS	RATE/HOUR	RATE/EVENT
HIGH SCHOOL/DISTRICT FACILITIES			
Auditorium (basic lighting and sound) (one dressing room included)	3	\$ 250 for first 2 hours and \$ 90 per hour thereafter	N/A
Little Theatre	2	\$ 90	
Cafeteria	2	\$ 90	N/A
Gymnasiums	2	\$ 90	N/A
PINER MIDDLE and DILLINGHAM INTERMEDIATE SCHOOLS			
Dillingham cafetorium (basic lights and sound)	2	\$ 250 for first 2 hours and \$ 90 per hour thereafter	N/A
Cafeteria	2	\$ 90	N/A
Gyms	2	\$ 90	N/A
ELEMENTARY SCHOOLS			
Cafeteria	2	\$ 75	N/A
Gymnasium	2	\$ 75	N/A
LONG-TERM RENTALS			
Cafeteria	N/A	\$ 100	N/A
Gymnasium	N/A	\$ 100	N/A
(After the first two years, the hourly rate for long-term rentals increases to \$110 in third year, \$120 in fourth year, and \$130 in fifth year. All rental agreements terminate after fifth year.)			
ATHLETIC FIELDS (Athletic Department will determine availability)			
Bearcat Stadium	N/A	N/A	\$ 600 plus cost of workers

ADDITIONAL CHARGES WHEN REQUIRED

Security Officers	\$ 30.00 per hour	Curtain Drops	\$ 25.00
Supervisory Staff	\$ 20.00 per hour	Soundboard	\$ 20.00
Custodians	\$ 20.00 per hour	Extra Chair Set-Up	\$ 10.00 per hour, per 100
Building Mechanics	\$ 20.00 per hour	Gate/Ticket Operator	\$ 40.00 per event, each
Technical Support	\$ 25.00 per hour	Athletic Administrator	\$ 60.00 per event
Theater Manager	\$ 25.00 per hour	Designated Coach	\$ 40.00 per event
Spotlight	\$ 20.00	Athletic Secretary	\$ 40.00 per event
Stage Lighting (basic)	\$ 50.00	Stage Lighting (enhanced)	\$100.00
Microphone deposits	\$ 100.00 per microphone		

SHERMAN ISD
COMMUNITY USE OF DISTRICT FACILITIES – PAYING GROUPS
BUILDING RENTAL FEE SCHEDULE
NO ADMISSION CHARGED

AREA	MINIMUM HOURS	RATE/HOUR	RATE/EVENT
HIGH SCHOOL/DISTRICT FACILITIES			
Auditorium (basic lighting and sound) (one Dressing Room included)	3	\$ 200 for first 2 hours and \$ 75 per hour thereafter	N/A
Little Theatre	2	\$ 75	
Cafeteria	2	\$ 75	N/A
Gymnasiums	2	\$ 75	N/A

PINER MIDDLE and DILLINGHAM INTERMEDIATE SCHOOLS

Dillingham cafetorium (basic lighting and sound)	2	\$ 200 for first 2 hours and \$ 75 per hour thereafter	N/A
Cafeteria	2	\$ 75	N/A
Gyms	2	\$ 75	N/A

ELEMENTARY SCHOOLS

Cafeteria	2	\$ 60	N/A
Gymnasium	2	\$ 60	N/A

LONG-TERM RENTALS

Cafeteria	N/A	\$ 100	N/A
Gymnasium	N/A	\$ 100	N/A

(After the first two years, the hourly rate for long-term rentals increases to \$110 in third year, \$120 in fourth year, and \$130 in the fifth year. All rental agreements terminate after fifth year.)

ADDITIONAL CHARGES WHEN REQUIRED

Security Officers	\$ 30.00 per hour	Curtain Drops	\$25.00
Supervisory Staff	\$ 20.00 per hour	Soundboard	\$20.00
Custodians	\$ 20.00 per hour	Extra Chair Set-Up	\$10.00 per hour, per 100
Building Mechanics	\$ 20.00 per hour	Gate/Ticket Operator	\$40.00 per event, each
Technical Support	\$ 25.00 per hour	Athletic Administrator	\$60.00 per event
Theater Manager	\$ 25.00 per hour	Designated Coach	\$40.00 per event
Spotlight	\$ 20.00	Athletic Secretary	\$40.00 per event
Stage Lighting (basic)	\$ 50.00	Stage Lighting (enhanced)	\$100.00
Microphone deposits	\$ 100.00 per microphone		