



IRVING INDEPENDENT SCHOOL DISTRICT

APPLICATION FOR USE OF SCHOOL FACILITIES

TO RESERVE SCHOOL FACILITIES, COMPLETE THIS FORM AND RETURN TO:

IISD OPERATIONS DEPARTMENT, 3620 VALLEY VIEW LANE, IRVING, TEXAS 75062
TELEPHONE(972)600-5124 • FAX(972)261-5114

IISD Campus Requested	Room(s)	
Day(s) of Week	Date(s) of Use	
Organization Making Request	Actual Time of Event (Beginning & Ending)	
Access Time Needed (Including Set-Up)	Estimated Number of Attendees	
The School Facility Will be Used for the Following Purpose:		
Admission Charged:		
Equipment needed: (Not all items are available at each campus)		
CAMPUS USE ONLY:		
☐ Podium ☐ Flags ☐ Stage lights ☐ Light technician (\$)	☐ Risers ☐ Screen ☐ Stage sound (may require sound technician) ☐ Sound technician (\$)	
☐ Bleachers	☐ LCD projector ☐ Document camera ☐ Kitchen (\$)	
☐ DVDNCR combo ☐ Microphone ☐ Kitchen equipment use		
Cafeteria Tables (High School and Middle School)	Cafeteria Tables (Elementary School only)	Chairs
Rectangular tables (#)	Rectangular tables w/seating attached (#)	/#
Special Instructions:		
If special arrangements are needed, please attach diagram of set-up.		
Harmless Agreement and Facility Use Acknowledgement		
To the extent permissible by the Constitution and laws of the State of Texas, the user of a District facility agrees to protect, indemnify and hold free and harmless, Irving Independent School District, its Board of Trustees, officers, employees, and agents from and against any and all claims, demands, causes of action, or other litigation (including all costs thereof and attorney's fees) of every kind and character on account of personal injuries, death, bodily injury or damage to property, of the public, Irving ISD or the user herein, it's or their guests, employees, supervisors, vendors and agents whether resulting from the performance of its obligations hereunder or the quality or safety of the programs used and/or the equipment or property of the user herein, all of these without regard to fault, even if any indemnified or injured party is negligent in whole or part.		
By signature on this application form, I, as the contact person duly authorized to act on behalf of the above-named organization, acknowledge and agree that:		
1. 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 directly related to the operation of the District. 2. The District reserves the right to adjust or restrict the hours of use by any group or organization in order to accommodate the greatest number of requests. 3. 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. (Sub-leasing is prohibited.) 4. Adult supervision will be provided by the group/organization along with Irving ISD, at all times. 5. The use, sale, or possession of any weapon, firearm (including concealed handguns without specific authorization), illegal drugs, alcoholic beverages, and pyrotechnics (including fireworks) and the use of tobacco products on any Irving ISD property is prohibited. 6. The use, possession, or storage of any pesticide or herbicide on any Irving ISD property is prohibited. 7. Food and drinks are not allowed in any Irving ISD gymnasium, auditorium, hallways, or any other restricted areas assigned by Irving ISD. 8. Performances, exhibitions, or activities that are deemed indecent, obscene, immoral, or in any manner publicly offensive are not allowed. 9. Groups / organizations reserving a District facility may not post any signage 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 School Safety and Operations Department prior to use. 10. Proof of the required insurance must be submitted prior to the event. 11. Failure to adhere to District procedures and Board Policy GKD (Local) may result in forfeiture of the current utilization and future use of District facilities. 12. Facility reservations requests are not valid until confirmation from the District is provided. 13. Payment is required 7 to 10 days prior to event date; failure to provide payment may result in cancellation of event. If payment is received less than 7 days prior to event, payment must be submitted in the form of cash, cashier's check or a money order. If additional time is needed on the day of the event, the Event Supervisor must be notified of the time extension, at least 1-hour prior to the scheduled end time. Payment must be submitted in the form of cash, check or money order, on-site. 14. If cancellation is requested, the organization is eligible to receive a full refund if Irving ISD is notified within a 72-hour notice. If cancellation is provided within a 48-hour notice, the organization is eligible to receive a 50% refund. If cancellation is provided with less than a 48-hour notice, no refund will be processed.		
The following person is the official representative of the leasing organization:		
Name:	Phone Number:	
Address:	E-Mail Address:	
City/State/ZIP:	Fax:	
Signature:	Organization Website:	

FOR AFTER HOURS ASSISTANCE CALL:

IRVING I.S.D. SECURITY (972) 600-5134

COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

USE OF SCHOOL
FACILITIES

The building and properties of the District shall be available to the patrons of the District and other groups under conditions prescribed or permitted by law and in accordance with the adopted policies of the Board and this Administrative Regulation. District facilities shall be made available for use based upon classification and priority of groups as specified in these guidelines.

All national, state, and local laws and rules of the police and fire department must be complied with by persons or organizations using District facilities.

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

RESERVING
FACILITIES

All groups and organizations considering reserving or renting a District facility must contact the Irving ISO Operations Department and submit an Application for Use of School Facilities. The Operations and Special Events Manager or designee will determine the availability of the facility requested, type of employee services required to adequately accommodate the activity, and notify the group of confirmation, cost for rental and/or conflicts with the request.

For groups subject to usage fees, the fees for opening any facility are based on a minimum of three (3) hours, unless otherwise stated in the Rental Fee Schedule. Charges for an event are assessed from the time the building is opened for the event until it is cleaned and secured. The organizational sponsor or designated representative must be present until everyone has vacated the building except employee service personnel.

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

Keys to buildings or other facilities shall not be issued.

The Operations and Special Events Manager or designee is authorized to approve the use of District facilities and is authorized to modify the start time for school facility use on days when school is in session if extenuating circumstances exist.

No indoor facility or enclosed outside athletic facility will be available to any classification or group without an authorized District employee present.

The following parameters determine the number of custodians assigned for any after-hour or weekend activity in any facility. The cost per custodian per hour is \$35.00/hour.

Number of Attendees	Number of Custodians on Duty
0-150	2
150-300	3
300-550	4
550 and up	5 and up*
*Depending upon type of activity	

COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

PROHIBITIONS

The District shall have the authority to prohibit any performance, activity, exhibition, or entertainment that is deemed to be indecent, obscene, immoral or in any manner publicly offensive. Groups/organizations that are known to have a history of or propensity for such prohibited types of activities will be prohibited from renting facilities.

Use, possession, or storage of any pesticide or herbicide on any Irving ISD property is prohibited as required by law. Violating any federal, state or local laws or regulations may result in forfeiture of future activities on school property.

Use, sale, or possession of alcoholic beverages, illegal drugs, weapons, and firearms, and the use of tobacco products on District property will not be permitted. Candles or open flames are not allowed on any campus. No firearms, including concealed handguns, will be permitted on District property without specific authorization from the Operations and Special Events Manager. Violators shall be prosecuted to the fullest extent of the law. Evidence of any violation of federal, state, or local laws during the use of a District facility shall be cause for suspension of privileges of such use.

The District prohibits agencies from offering free registration or attendance in lieu of rental fees.

Employees of the District shall have no greater access to Irving ISD facilities for non-school purposes than any other individual, group or organization and are subject to fees and guidelines as outlined in this Regulation.

ATHLETIC
FACILITIES AND
OUTDOOR AREAS

District athletic facilities (competition gyms, football, baseball, softball, and soccer fields) used for school competition shall not be available for use by outside groups during the applicable sport's designated season including pre- and post-season play (without explicit permission from the District Athletics Director).

The sale of standing room will not be permitted and chairs may not be placed on the gymnasium floor.

High school gyms and athletic fields shall not be rented without specific permission from the Director of Athletics. They are reserved for scheduled practices, athletics, and UIL events. Beginning July 1, of each year, all grass athletic fields are closed to allow fields a "resting period," and wooden gymnasium floors are closed for refinishing. These facilities are unavailable for use by non-Irving ISD groups until the start of the next school year.

All groups and organizations are required to reserve available athletic facilities and/or fields, in advance, through the IISD Operations and Special Events Department. Groups reserving athletic facilities are required to pay for custodial labor and an on-site event supervisor to open the facility, turn lights on and *off* as needed, open restrooms and/or concession stands as appropriate. This individual will also serve as a contact in addressing concerns or problems that may arise during the rental period.

COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

	Individuals may use tennis courts and tracks at secondary campuses on a first-come, first-serve basis without making a reservation as long as the facilities are not being used by District students for school-related activities. Organized athletic events, utilizing a tennis court, track or field, require an approved reservation; Fees may be assessed for facility use and labor. Proper insurance is required.
MODIFICATIONS, FURNITURE.AND EQUIPMENT	The alteration, modification, or enhancement of any District facility or grounds or the erection of any structure requires prior approval from the appropriate administrator(s) to ensure that legal requirements in terms of quality, safety, and accessibility are met. The Director of School Safety and Operations and the Director of Facilities must be provided with specific details of any request so that approvals can be obtained. Furniture and equipment will not be moved from one building, or area of a building, to another unless authorized by the Director of Facilities or the Operations and Special Events Manager.
KITCHEN FACILITIES AND EQUIPMENT	The Director of Food and Nutrition Services or designee shall confirm all kitchen facility and equipment reservations prior to final approval by the Operations and Special Events Manager. After approval of the reservation, organizations will make specific arrangements with the Food and Nutrition Service Department for employee services and equipment needed. ONLY authorized school food service personnel will be permitted to prepare food in the kitchens or operate kitchen equipment. When the cafeteria only is used, the kitchen will be locked and no school Food and Nutrition Service personnel will be required. Kitchen facilities will be available for use only after 3:00 p.m. on days when meals are served to students and then only when Food and Nutrition Service personnel are on duty.
PARKING AND TRAFFIC CONTROL	The District reserves the right to charge a parking fee for special events and to determine when officers are necessary for traffic control. Motorized vehicles are not permitted on school grounds other than normal transportation within marked streets and parking lots. Parking is only permitted in legal parking areas.

COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

PRIORITY
CLASSIFICATION
FOR FACILITY USE

District facilities shall be made available for use based upon classification and priority of groups. **Any agreement to reserve or rent a facility may be canceled by the District in favor of school-related activities should a conflict in schedule develop at any time.**

For clarification purposes in this regulation and the corresponding exhibits, the term "Irving ISO" group is defined as school-sponsored groups such as athletic teams, National Honor Society, and other school-related groups as well as school-affiliated groups such as booster clubs, PTAs, etc. A "non-Irving ISD group" is defined as all other groups regardless of classification.

Classification A: Irving ISO/ Campus Sponsored Activities

- First priority for use of any facility shall be given to the established programs of the District such as all school-sponsored or District-related activities;
- Fees: All groups within this classification shall be exempt from charges.
- Campus administrator approval is required for intra-district use of a campus or support facility before a request is granted by the Operations and Special Events Manager or designee.

Classification B: Irving ISD Support Organizations Activities

- Second priority shall be given to school-affiliated support organizations such as:
 - PTO;
 - PTA;
 - Campus Booster Clubs;
 - Alumni Associations;
 - Partners in Education;
 - Community Education; and
 - Teacher Organizations
- Fees:
 - The regular meetings or activities of organizations in this classification held Monday through Friday from 4:00 p.m. (elementary) or 5:00 p.m. (secondary) until 10:00 p.m. shall be exempt from charges so long as no admission is charged; and Activities held on a Saturday or Sunday or events that charge an admission fee shall be subject to fees for employee services, as applicable.
- Proper insurance is required.

Classification C: Non-Profit Student Activities

- Third priority shall be given to non-profit student organizations such as:
 - YMCA;
 - Scouting programs; and
 - Student sport organizations focused on school-aged students with at least 51% of the membership residing within the District's boundaries. This group or organization must submit appropriate state or federal documentation of its current 501(c)(3) non-profit status with the application for facility use.
- Groups must have a membership of at least ten (10) persons with adult leadership to reserve a facility.
- Fees:
 - The regular meetings or activities of organizations in this classification held Monday through Friday from 4:00 p.m. (elementary) or 5:00 p.m. (secondary) until 10:00 p.m. shall be exempt from facility use charges so long as no admission is charged;
 - Utility recovery fees may be charged for all groups in this category; and
 - Activities held on Saturday or Sunday and events that charge an admission fee shall be subject to fees for employee services.
- Proper insurance is required.

Classification D: Field Trips

- Fourth priority shall be given to schools scheduling field trips to District facilities or programs (e.g. Planetarium) such as:
 - Charter Schools;
 - School Districts;
 - Private Schools;
 - Home School Associations; and
 - Private Preschools.
- Groups must have a minimum of 30 persons with adult leadership to schedule a field trip.
- Fees: One hour activity
 - Flat fee charged for up to 50 students and 5 adults
 - Flat fee charged for up to 75 students and 8 adults
- Insurance is not required for groups attending a function at a District facility.

Classification E: Civic or Community Use Activities

- Fourth priority shall be given to service, educational, civic, governmental organizations, and corporate sponsors such as:
 - Homeowners/Neighborhood Associations; •
 - Elections;
 - Rotary Club;
 - Lions Club;
 - Higher Education; and
 - City Entities
 - a. City of Irving;
 - b. Irving Police Department;
 - c. Fire Department; and
 - d. Chamber of Commerce.
- Fees:

Public meetings or activities held Monday through Friday from 4:00 p.m. (elementary) or 5:00 p.m. (secondary) until 10:00 p.m. and on Saturday or Sunday shall be subject to fees for facility use and for employee services; and

When District facilities are used for public meetings sponsored by state or local governmental agencies, a usage fee shall be assessed based on actual rates as determined by the Operations and Special Events Manager.
- Proper insurance is required.

Classification F: Irving Area Business Activities

- Fifth priority shall be given to groups serving the District area, such as:
 - Adult Sports Associations;
 - Community Theater;
 - Dance studios;
 - Music groups;
 - Churches;
 - Businesses; and
 - Personal Trainers.
- Fees: This classification shall be subject to fees for facility use and for employee services.
- Proper insurance is required.

Classification G: Summer Camps

- Sixth priority shall be given to such groups as those sponsoring camps, such as:
 - Summer athletic camps;
 - Fine Arts clinics; and
 - Drill team camps.
- Fees: This classification shall be subject to fees for facility use and employee services.
- Proper insurance is required.

COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

FEES FOR RENTAL
AND EMPLOYEE
SERVICES

The group/organization will be responsible for the fees associated with the cost of the services as established in this Administrative Regulation. Possible charges include, but are not limited to, custodial, food service, event supervisor, utilities, technology, parking, traffic control, security, and maintenance employee services. In addition, other services, such as those specified in rental agreements, and equipment rental fees will also be charged to the group/organization. Premium rates will be charged for employee service fees at all facilities on designated holidays. Such designated holidays include:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Rates and fees will be subject to annual review. Rates and fees may be modified without advance notice. All confirmed facility reservation requests and agreements will be honored at the rates at the time of execution and will not be subject to rate changes.

DEPOSITS,
PAYMENT, AND
CANCELLATION

The Irving ISO Operations Department will estimate charges for each event and notify the group/ organization amount due prior to the event. Payment must be received within 5 business days of the event to avoid cancellation.

All payments will be applied toward the final charges for the event. If an overage occurs, a refund to the organization will be processed no later than 30 days following the use of the facility. If additional facility rental or hours of use, employee services, and/or necessary repairs to District property are incurred, an invoice will be sent within 10 days of the event.

Failure to make payment for facility use will result in denial of future use.

COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

INSURANCE

Insurance shall be carried by Classification B, C, E, F and G groups, as well as, any group using indoor physical education or athletic facilities, or any group the District deems necessary to be covered by insurance. An original certificate of insurance, endorsed to add Irving ISO* as an additional named insured with waiver of subrogation in favor of the District, shall be submitted to the Operations and Special Events Manager or designee prior to the use of the facility. The policy must reflect that it is primary and not contributory with any insurance maintained by the District and may not be canceled prior to the conclusion of the event.

Requirements for insurance limits of liability are:

COMMERCIAL GENERAL LIABILITY

General Aggregate	\$1,000,000
Pro/Comp/Ops Aggregate	\$1,000,000
Personal & Advertising	\$ 500,000
Each Occurrence	\$1,000,000
Fire Damage	\$ 100,000
Medical Expense	\$ 5,000

- Irving Independent School District
2621 W. Airport Freeway
Irving, Texas 75062

CUSTODIAL AND OTHER FEES (3 hour minimum)

Custodian:	\$35.00/Hour*
Auditorium Manager or Stage Manager:	\$50.00/Hour
Event Supervisor:	\$35.00/Hour
Stadium Engineer:	\$50.00/Hour
Digital Videoboard Operator (Stadium)	\$50.00/Hour
Technology Support Technician:	\$35.00/Hour
Light Operator:	\$35.00/Hour
Sound Operator:	\$35.00/Hour
Basketball Scoreboard Operator:	\$15.00/Hour
Student Workers:	\$12.50/Hour
IISD Security:	\$35.00/Hour
City of Irving Police Officer:	\$70.00/Hour**
Food and Nutrition Services Staff:	\$45.00/Hour

* 1 hour minimum on regularly scheduled workdays.

** 4 hour minimum for the City of Irving Police Officer.

A minimum of 2 City of Irving Police Officers are required for all competitions.

COMMUNITY RELATIONS:
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(REGULATION)

IISD RENTAL FEE SCHEDULE
(Includes utility costs)

Facility	First Three Hours Per Event	Each Additional Hour Per Event
High School Spectator Gym	\$500.00	\$200.00
High School Practice Gym	\$400.00	\$150.00
High School Activity Center	\$300.00	\$100.00
Middle School Spectator Gym	\$350.00	\$125.00
Middle School Practice Gym	\$300.00	\$100.00
Elementary Gym	\$250.00	\$100.00
Football/Soccer Field (Grass)	\$250.00	\$100.00
Football/Soccer Field (Turf)	\$750.00	\$300.00
Irving Schools Stadium*	\$2000.00	\$500.00
Scoreboard rental (requires video technician)		\$250.00
Digital Videoboard**	\$250.00	\$100.00
Field House		\$400.00
Press Box*		\$300.00
*Requires on-site Event Supervisor and Stadium Engineer		
**Requires digital videoboard operator		
Baseball/Softball Field (Grass)	\$250.00	\$100.00
Baseball/Softball Field (Turf)	\$750.00	\$300.00
Planetarium - One hour visit		
(up to 50 students and 5 adults)		\$200.00
(up to 75 students and 8 adults)		\$300.00
Auditorium**	\$500.00	\$200.00
Set-up fee	\$150.00	
**Requires on-site Stage Manager / Technician		
Academy Conference Center	\$500.00	\$200.00
Set Up Fee	\$150.00	
Data Projector	\$ 60.00	-Requires on-site Technician
Senior High Cafeteria	\$400.00	\$150.00
Middle School Cafeteria	\$300.00	\$100.00
Elementary Cafeteria	\$300.00	\$100.00
Kitchens*		
Senior High	\$200.00	\$65.00
Middle School	\$150.00	\$50.00
Elementary	\$150.00	\$50.00
*Requires on-site Food and Nutrition Services employee		