



Tarkington Independent School District
Facilities Usage Guidelines
2025-2026

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Tarkington Independent School District Facility Usage Guidelines

PHILOSOPHY

Public school buildings are provided primarily for the regular educational program of Tarkington ISD and they must be maintained at all times in a satisfactory manner for this essential purpose. The Board of Trustees has attempted to provide maximum use of public school facilities within the framework that will assure the taxpaying public that school facility use is in no way detrimental to the regular educational program. The Tarkington Independent School District allows limited use of District facilities by outside organizations and groups. **However, such use of District facilities shall not be permitted when it interferes with the educational program of any scheduled campus or District activities, including facility maintenance and/or repairs.** Tarkington ISD reserves the right to reject any requests not in the best interest of the district.

All requests must be submitted via either the Internal (TISD staff) or External (outside organizations) Facility Use Request form located on the district website at www.tarkingtonisd.net. Any materials circulated to promote your event need to be submitted to the TISD administration office, or via email to info@tarkingtonisd.net. All requests will be considered on a first come, first served basis and according to these guidelines. The administration reserves the right to deviate when necessary to achieve the overall purpose of the guidelines.

FACILITIES

School facilities are not available for rental on Sundays, when the district is closed (i.e. fall, winter, spring breaks), or during summer months to allow for maintenance and cleaning of district facilities.

The following facilities **are not available** for non-school use:

1. Band Halls
2. Vocational Facilities
3. Offices
4. Science and/ or Business Laboratories
5. Classrooms
6. Kitchens

The following facilities **are available** for school use:

1. High, Middle, Elementary, and Early Childhood School Gyms
2. High and Middle School Commons
3. Elementary and Early Childhood School Cafeterias
4. Football Field
5. Softball/Baseball Field
6. Playing Fields

USER GROUP DESIGNATIONS

Category 1 (No fees, Personnel Costs if applicable) District events, educational meetings, to include staff or student meetings and school programs that are **school affiliated, youth oriented**, not-for-profit.

For Category 1, there will be no facility use rental fees, however, hourly personnel costs may be applied depending upon the size, date, time, or scope of the proposed use. (Example: custodial costs for an event held after hours or on the weekend may require custodial staff to be present.)

- A. District affiliated Booster Clubs, student foundations, campus registered student clubs, and Parent Teacher Organizations (PTO's)
- B. District affiliated Professional Teacher Organizations
- C. Public meetings sponsored by state or local governmental agencies

Category 2: (Discounted Rate Plus Personnel Costs) Category 2 users will be given a discounted rate of up to 50%. However, personnel costs and equipment/item rental fees will not be reduced. Category 2 Users will be responsible for personnel fees for after hours, weekend, or holiday facility use. Users in this category must meet the following criteria:

- A. Established for the purpose of enriching the lives and education of District children and/or the community
- B. Must certify that the majority of the children are residents or students of the district
- C. Staffed primarily by volunteers
- D. **Provide proof of 501(c)(3) status**
- E. **Proof of insurance is required to be on file with the Facility Manager.**

Users in this group include:

- 1. Other Accredited Educational Institutions:
 - a. Nonprofit colleges and universities
 - b. Other school districts
- 2. Not-for-profit community groups, civic organizations, youth groups and camps serving young people under the age of 21, such as youth sports associations, youth sports clubs, nationally recognized youth service organizations such as, but not limited to, Boy Scouts, Girl Scouts, 4-H, and Tarkington ISD sanctioned programs that benefit TISD students
- 3. Alumni Organizations, and churches that meet all of the following criteria:
 - a. Established for the purpose of enriching the lives and education of District children and/or the community
 - b. Must certify that the majority of the children are residents or students of the district
 - c. Staffed primarily by volunteers

Category 3: (All fees and Personnel Costs) All for-profit or commercial organizations that charge fees to participate or gain financially from the proposed rental. **Proof of insurance is**

required to be on file with the Facility Manager.

LIMITED ACCESS

TISD has the authority to limit access to facilities. The use of all athletic game fields, gyms, field houses, or tennis courts is restricted to after school hours and must be requested through the Superintendent's office and approved by the Superintendent or the Superintendent's designee.

All facilities are subject to closure to the public for maintenance. Outdoor facilities, including playgrounds, may be closed in the event of repeated vandalism.

SECURITY

The district may require outside groups to provide security during the scheduled event. Organizations shall comply with all federal, state and local laws, regulations and licensing requirements. **Custodian(s) will not be considered as security personnel.** Security will be paid according to the Facility Rental Fee Schedule.

SCHEDULING

External and Internal Facility Use Application Forms must be submitted at least ten **(10) calendar days prior** to the scheduled event to ensure full heating, cooling, and personnel services.

Non-school activities shall not be scheduled more than three months in advance of use.

School activities have priority over non-school activities. The Superintendent or the Superintendent's designee has the authority to cancel or reschedule a non-school use if an unexpected conflict arises with a District activity.

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. The unavailability of a school district employee to work the date/hours requested outlined in this policy shall be sufficient cause to terminate or refuse any building use request or permit.

INSURANCE

Prior to approval and use of the facility, users in Category 3 will furnish proof of liability coverage for event(s) or provide the district with a liability statement. This coverage should consist of an original Certificate of Insurance (\$100,000 Personal and \$10,000 Property) with Tarkington ISD named as Additional Insured and Certificate Holder.

CONDITIONS

The following guidelines shall apply to all non-school groups desiring to use District facilities in accordance with policy GKD [Local], policy GKD [LEGAL] and applicable administrative regulations.

1. Groups or individuals wanting to rent TISD facilities must obtain and complete the Facilities Use Application from the TISD website, www.tarkingtonisd.net, or from the TISD Central Administration Office located at 2770 FM 163, Cleveland, Texas.
2. Permission to use the facility or any portion thereof shall not be transferred to a third party.
3. Must be 21 years of age to be permitted to assume responsibility for engaging the use of school facilities.
4. The following must be on file prior to scheduling the rental of any District facility:
 - a. The completed and signed Facility Use Application.
 - b. All communications used to promote the event are submitted.
 - c. A current insurance certificate or liability statement, if applicable.
5. It is the sole responsibility of the renter to provide these documents. No reminders will be issued.
6. Full payment 24 hours must be made before the event takes place.
7. The office of the Superintendent will determine the availability and the total cost for the requested facility.
8. Prior approval must be received before signs, banners and/or decorations are erected and that the group takes down all decorations immediately following the event.
9. Decorations may not deface school property.
10. The use of open flames, such as candles, is strictly prohibited.
11. Items to be hung or flown for stage production or special lighting in the TMS Auditorium must be submitted one week prior to the event. Under no circumstance should any item be affixed to any stage curtain in the TMS auditorium.
12. No fixtures or furniture shall be removed from any building or rearranged between rooms except with prior approval from the building principal.
13. All food, candy, gum and drinks are only allowed in designated areas and must be removed and the area left clean after the event.
14. The possession and use of alcoholic beverages, tobacco products, or drugs in any form is prohibited in district buildings and on school property in accordance with the Texas State Laws and Drug Free Schools Policy.
15. Certain areas, such as science and business laboratories, auditoriums, band halls, vocational facilities, classrooms, offices, and kitchens shall not be available for public use.
16. Only authorized employees of the District shall be permitted to have keys to District facilities. Keys, card access, and alarm codes are only given to authorized District personnel.
17. School facilities are not available for rental on Sundays, when the district is closed (i.e. fall, winter, spring breaks), or during summer months to allow for maintenance and cleaning of district facilities.
18. Only the areas or rooms specified in the PERMIT TO USE PUBLIC SCHOOL FACILITIES will be used.

FEES

1. A completed copy of the Facilities Use Application, any and all communications used to promote the event, proof of acceptable liability insurance, and a liability statement, if applicable, with TISD named as an additional insured must be on file prior to scheduling the rental of any facility. The full estimated rental payment ***must be paid 24 hours before the event takes place.***
2. Fees for damage will be assessed and future use of the district's facilities may be restricted.
3. Rental time will be computed from the time of requested opening to closing or vacated.
4. If the renter uses the facility longer than the scheduled time, overage fees will be assessed. School custodians will be on duty at all times when school facilities are in use and will see that the building is opened and closed.
5. Custodian(s), Food Service Worker, Technology Department, and Security will be paid according to the Facility Rental Fee Schedule.
6. TISD will determine upon receipt of request the number of staff or custodians needed to staff the event.
7. The use of kitchens will require the use of a Child Nutrition Department staff member assessed at rates indicated on the Facility Rental Fee Schedule.
8. All partial hours of usage will be charged as a full hour.

FACILITY FEE SCHEDULE

- All partial hours of usage will be charged as a full hour.
- Minimum of 3 hour rental required.
- All rental time shall be computed from the time of requested opening to closing of the doors.
- School facilities are not available for rental when the district is closed for breaks, or during summer months.
- Only authorized employees of the District shall be permitted to have keys to District facilities. Keys, card access, and alarm codes are only given to authorized District personnel.

Facility	Category 2	Category 3
High School Gym	\$30 per hour	\$60 per hour
High School Commons	\$20 per hour	\$45 per hour
Middle School Gym	\$25 per hour	\$50 per hour
Middle School Commons	\$15 per hour	\$35 per hour
Middle School Auditorium	\$50 per hour	\$125 per hour
Elementary Gym	\$20 per hour	\$45 per hour
Elementary Cafeteria/Stage	\$12 per hour	\$25 per hour
Early Childhood Gym	\$15 per hour	\$35 per hour
Early Childhood Cafeteria/Stage	\$12 per hour	\$25 per hour
Football Field (no lights)	\$25 per hour	\$50 per hour
Softball, Baseball Field (no lights)	\$25 per hour	\$50 per hour
Playing Fields	\$8 per hour	\$25 per hour

Personnel Costs	Category 2	Category 3
Custodian(s)	\$30 per hour	\$30 per hour
Child Nutrition Staff	\$30 per hour	\$30 per hour
Security	\$40 per hour	\$40 per hour
Technical Support	\$40 per hour	\$40 per hour
Sound Tech	\$100 per hour	\$100 per hour

TARKINGTON ISD Facility Use Application

PERSONAL AND ORGANIZATION INFORMATION		
Name of Leasing Organization		
Responsible Person		
E-Mail		
Phone		
Billing Address		
EVENT INFORMATION		
Facilities requested	School Name: _____ Auditorium___ Cafeteria___ Commons___ Gym___ Field___	
Brief description of event		
Date(s) requesting <i>(10 days notice required)</i>		
Time of day	Set up/Start Time: _____	End time: _____
Estimated attendance	Will food be served? Yes No	Total Hours: _____
Who will attend?		
State Other Needs		
User Group Designation	__Category 1 __Category 2 (must have 501(c)(3) status) __Category 3	
Liability Statement and Indemnification Agreement		
<p>I agree to be responsible for any damage(s) that may result from our use of this facility and to pay the fee as calculated on the Facility Use Application. I have read the Facility Usage Guidelines and District Policy (GKD Local) and agree to all provisions contained therein.</p> <p>Representative Signature: _____ Date: _____</p> <p>The undersigned _____, agrees to hold harmless and indemnify the Tarkington Independent School District, its Board Members, officials, employees, and volunteers from any suits or expense arising out of the use of the District property.</p> <p>It is further stipulated and agreed that the laws of the State of Texas shall control in the construction of this instrument.</p> <p>I, _____, am assuming full responsibility for the above named facilities on the specified dates.</p> <p>Representative Signature: _____ Date: _____</p>		
*****FOR SCHOOL USE ONLY *****		
Athletic Director or Principal Signature:		Date Approved:
Superintendent/Designee Signature:		Date Approved:
Not for Profit Certificate Received? Yes ___ No ___	Insurance Certificate Received? Yes ___ No ___	Total Fee Paid? Yes ___ No ___