

COMMUNITY RELATIONS
USE OF SCHOOL FACILITIES

GKD
(REGULATION)

USE OF FACILITY
AT NO COST TO
REQUESTING
ORGANIZATION

Organizations or functions may use certain school facilities at the expense of the District. Generally these are organizations or functions which are closely related to or are sponsored by the District for the betterment of students, functions, or programs. This category also includes educational or governmental meetings of community-wide interest open at no charge to the general public.

USE OF FACILITY
AT ESTABLISHED
CHARGE TO
REQUESTING
ORGANIZATIONS

Organizations may use certain of the district's facilities at a charge which shall minimally cover actual costs to the District. This category includes organizations/functions which cannot be classified category one in nature. Such organizations/functions may or may not charge admission; however, unless a substantial portion of admission receipts is donated to educational or general community betterment, use may be denied. Minimal costs to using organizations shall include the scheduled rate per hour for areas of a building used plus the wages of any responsible school employee, assigned by the school principal/administrator to facilitate the use by the organization to represent the interest of the District during the function. The pay shall include time spent for any required preparation of the area to be used, for availability and assistance during the period of use and for necessary time spent in cleanup and securing of the facility. The time may be at no cost to the user if the employee is already on duty during the use and it does not require time away from regular work schedule. It may be at the regular-time, average rate if it occurs during regular work hours and full attention to the function is required by the principal. For functions beyond regular working hours, pay shall be at 1 ½ times the established average overtime rate.

USE OF FACILITIES
BY RELIGIOUS
ORGANIZATIONS

Established local religious organizations may rent certain facilities for church services following a catastrophe, emergency, during planning, construction or renovations of their regular places of worship. Rental shall be limited to a maximum period of twelve months unless extension is granted by the Board. Because of extended use, payment in advance shall not be required.

GENERAL
INFORMATION

For functions requiring technical assistance, such as operation of equipment, large crowd control or possible authoritative assistance of a professional nature, the principal/administrator may assign, with the employee's consent, one or more responsible professional staff employee's to attend such functions. A food service employee must be assigned to a function at which kitchen equipment is to be utilized. Pay for these persons shall be at the same hourly rate as stated. No school employee shall be paid for work or attendance at any function which occurs during regular work hours already being paid by the District. Time submitted by any employee shall be carefully verified by the principal as to correctness before submitting it to the payroll office.

COMMUNITY RELATIONS
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Professional staff employees shall not be paid to attend meetings or functions of school sponsored activities and organizations, i.e., clubs, drill teams, student council, etc., when professional sponsors are in attendance. A custodian may be assigned to such functions if the principal/administrator deems it necessary and shall be paid by the District.

SECURING OF
SCHOOL
FACILITIES

Requests by athletic organizations for the use of school facilities shall be made to the campus principal of the Ector County Independent School District, if the proposed activity is to be physical in nature, i.e., games, sports, recreation, etc. Challenge Course requests shall be scheduled through the District Operations. All requests for facilities must be submitted, online to the office responsible for that facility. Use of Ratliff facilities and there of shall be made to the Athletic Department of Ector County Independent School District. [See GKD(EXHIBIT)C]

PRIORITY OF
FACILITIES

School related activities have first priority. No community organization shall be allowed the use of a school facility, should any school related or school sponsored activity be scheduled for that time and space. Conflicts relating to seasonal programs shall not be permitted.

SCHEDULE OF
CHARGES

A schedule of charges [See GKD (EXHIBIT-A)] for various areas of a building shall be established and kept current by the Chief Financial Officer.

Payments must be by check or online via credit/debit card and payable to Ector County Independent School District. If actual charges exceed or are less than payment, the principal shall cause the business office to issue a statement to the using organization covering the additional or reduced charges.

ORGANIZATIONAL
LIABILITY
(EXHIBIT-2)

Release forms/insurance forms may be uploaded online [See GKD]. Principals shall have the authority to approve or disapprove requests for use of facilities under their charge and shall require payment in advance for anticipated cost for facility use.