

Facilities Usage Guidelines



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Alvarado Independent School District



ALVARADO INDEPENDENT SCHOOL DISTRICT FACILITIES USAGE GUIDELINES

ALVARADO ISD RENTAL POLICY

Alvarado Independent School District (District) is very proud to have the facilities that we have to educate our children, and we are very happy to be able to give back to our community by leasing our facilities out to community groups. The District allows limited use of District facilities by outside organizations/groups (Lessee) when these activities do not conflict with school use. Approval shall not be granted for any purpose that would damage District property. The District reserves the right to deny non-school use of District facilities to Users who has previously damaged school property or violated the terms of this rental agreement.

All requests must be submitted in writing with contact information, dates and area(s) requested on the Facility Use Request form. Requests for UIL Athletic rentals shall be submitted to the Alvarado ISD Athletic Department. All other requests shall be submitted to the Operations Department.

All requests will be considered according to these guidelines and Board policies GKD(Legal) and GKD(Local).

Lessee may not transfer use of the facility to any Third Party Group.

SCHEDULING

Requests for facility rental shall be submitted at least fourteen days prior to the scheduled event to allow the district time to check availability and to schedule necessary resources for the event. UIL rentals may be scheduled sooner at the discretion of the District Athletic Department. Requests for rental of District facilities shall be considered on a first-come, first-served basis. Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. The District may cancel a scheduled non-school use if an unexpected conflict arises with a District activity.

SECURITY

All activities shall be orderly and lawful and not of a nature to incite others to disorder. Reasonable security arrangements, as determined by the school district, shall be provided appropriate to the type of event for which the facility has been contracted. Lessee shall comply with all federal, state and local laws, regulations and licensing requirements. Security is required for all games. If the Lessee is providing security, they must use active officers with AISD PD, Alvarado PD, or Johnson County Sheriff's Office.

CANCELLATION:

Cancellation must be received in writing not less than 48 hours prior to the event. Fees may not be refunded if written notice of cancellation is not received.

INSURANCE:

Prior to approval and use of the facility, Lessee will furnish proof of liability coverage for the event(s). This coverage should consist of an original Certificate of Insurance with Alvarado ISD named as an Additional Insured and Certificate Holder with a minimum of \$1,000,000 per occurrence and \$1,000,000 general annual aggregate.

Coverage provided by such policy or rider must apply to the death or injury of any person and the damage to property that results, directly or indirectly, from the intentional or negligent act or omission of Lessee 's officers, agents, employees, guests, or invitees during the use or occupancy of district premises. Such insurance shall be with an insurance company or companies authorized to do business in Texas, under policy or policies acceptable to the use. Lessee must provide the District with a certificate of insurance attesting the existence of a policy or policies providing coverage required. If a policy contains deductible provisions, Lessee shall be responsible for payment of the deductible amount for any claim(s).

Cancellation of insurance also cancels the rental contract until proof of insurance can be provided to the District.

FEES:

Fees are charged based on the Board adopted Schedule of Fees. This schedule consists of two tables. Table 1 includes fees for use based on a per hour basis with a minimum three hour rental for non-UIL activities. Hourly fees in Table 1 shall be assessed from the time the facility is opened until it is closed or vacated. Fees for UIL activities are on a per games basis. Table 2 consists of fees charges for additional needs associated with the rental as determined by the District in consultation with the User.

TABLE 1			
	Non-Profit	For-Profit	UIL Playoff Games
	Per Hour	Per Hour	Per Game
AHS Cafeteria	\$125	\$150	NA
AJH Cafeteria	\$125	\$150	NA
Elem. Cafeteria	\$75	\$100	NA
Charles Head Stadium	\$250	\$500	\$3,000
AHS Practice Field	\$250	\$500	NA
AHS Competition Gym	NA	NA	\$1,000
AHS Gymnasium	NA	NA	\$500
AJH Competition Gym	NA	NA	\$500
AISD Community Ed Gym	\$75	\$150	NA
Elem. Gym	\$75	\$100	NA
Baseball Field	\$150	\$300	\$800
Softball Field	\$150	\$300	\$800
AHS Auditorium	\$150	\$300	NA

TABLE 2			
OTHER FEES	Non-Profit	For-Profit	UIL Playoff Games
	Rate per hour	Rate per hour	Rate per hour
Field Lights	\$75	\$75	\$75
Technology Supervisor	\$35	\$35	\$35
Technology Worker	\$35	\$35	\$35
Sound Technician	\$35	\$35	\$35
Light Technician	\$35	\$35	\$35
Stage Technician	\$35	\$35	\$35
Game Manager	\$65	\$65	\$65
Score Keeper	\$35	\$35	\$35
Clock	\$35	\$35	\$35
Announcer	\$35	\$35	\$35
Book	\$35	\$35	\$35
Security	\$55	\$55	\$55
Trainer	\$50	\$50	\$50
Custodial	\$25	\$25	\$25
Maintenance Worker	\$35	\$35	\$35
Child Nutrition Worker	\$25	\$25	\$25
Ticket	\$35	\$35	\$35

This schedule differentiates between for profit and non-profit. In order to qualify for non-profit status, proof of non-profit status must be submitted to the district prior to rental of the facility. Failure to provide proof of non-profit status will result in the for-profit rates being charged. Proof of non-profit status does not apply to other public school districts.

Facilities not listed on the schedule of fees are not available for rental.

In Table 2, all prices for workers are per worker per hour. Prices for workers and field lights are in addition to the rental rates list in Table 1. Fees for field lights are covered in the UIL per game rental price. The District will determine the minimum number of staff members necessary. It is important that the Lessee provide the information used to make this decision in their Facility Rental Application (type of activity, set-up, and anticipated number in attendance). Any rental 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 Lessee.

If any facility usage requires the operation of technical equipment belonging to the district (sound boards, light boards, computers, etc.), such equipment may be operated only by a district-trained and approved operator.

For UIL games, competing schools are responsible for securing officials for the game. Officials will be paid (Scale Pay) through the proceeds taken in by the gate. If the proceeds don't cover the cost of the officials



and facility usage, then each of the participating schools will be billed equally the remainder. If the proceeds taken in by the gate are more than the amount of the officials and total fees, Alvarado will send a check to each of the participating schools.

Alvarado Tribe Nation Booster Club will run all concessions and keep all proceeds for UIL games.

There is a \$250 damage deposit for all rentals. All fees and deposits must be paid in advance to reserve the rental. Fees for damages will be assessed and taken from the damage deposit. Damage to district facilities may result in loss of further use of the District's facilities.

The use of kitchens will require the use of a Child Nutrition Department staff member assessed at rates indicated in Table 2.

The superintendent or his designee may waive fees.

FACILITY CARE

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. Lessees are expected to leave district facilities 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.

No signs, banners, and/or decorations may be erected unless prior authorization is received at the time the rental agreement is executed. If prior authorization is received to put up decorations, Lessee must immediately take down said decorations immediately following the event. Any equipment, instruments, scenery, props, costumes, concessions, or other event related items must be removed from the premises by the final stated facility lock down time.

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 without prior approval. Such requests shall be included on the facility rental application.

Lessee must bring their own extension cords, power strips and all office supplies unless prior arrangements are made.

Use of open flames such as candles is prohibited.

All food and drinks are allowed only in designated areas and must be removed and the area left clean after the event.

Please ensure that all District facilities are left neat and in orderly condition ready for the next school day. If additional cleaning is required after the event, additional custodial fees will be charged and taken from the damage deposit.

Floorcare

Please make sure that the attendees are not doing anything that would damage the floors. This includes making sure that they:

- Do not drag items across the flooring surfaces
- Wear proper footwear when using the courts
- Do not place items on the courts that may scratch, scrape, mark, or damage the courts
- Do not allow tape of any kind to be placed on gym floors.
- Protection must be put on gym floors for any non-sport activities. Protection process must be approved by the Operations Department.
- Nothing should be put on the gym floors including chairs without prior approval.

Stadium, Turf, & Field

- Water only on the field. No sodas or outside drinks
- No food of any kind, including seeds, nuts or gum on the track and turf area.
- Do not place items on the track or turf that may puncture the playing surfaces (this includes tables, lawn chairs, tents, and shade structures).
- No tape for marking lines.
- No glitter or powders in the stands or on the turf field
- No confetti, poppers, silly string or paper on the field or inside stadium.
- No golfing, javelin throwing and no use of long spike track shoes
- Maximum length for track spikes is 1/4"; 3/16" is preferred. No Long baseball style metal spike shoes.
- No open flames of any kind, including fireworks and welding, etc., allowed
- Grills or other open cooking structures are prohibited without prior approval. This must be requested on the Facility Rental Application prior to rental or usage.
- No glass containers.
- No roller blades, roller skates, skateboards, bicycles, tricycles or any other self-propelled or otherwise-propelled wheeled apparatus shall be allowed on the track or artificial turf field.
- Any equipment used on the field must be lifted and carried for placement - DO NOT DRAG-(i.e. hurdles). Protect the turf surface from sharp or pointed edges of objects or equipment placed on the field. When goals or other equipment are moved, they should be carried or moved on wheels. Dragging goals, such as lacrosse goals, will damage the turf.
- Motorized vehicles are not permitted on the track or turf (except approved maintenance vehicles). If an ambulance or other emergency vehicle must traverse the turf, try to caution the driver to be extremely careful when starting, stopping and turning (should make slow wide turns). A wood block should be placed at the curb to smooth the transition on and off the turf.

- No climbing of fences.
- No climbing on or moving of goals is allowed. This must be requested on the Facility Rental Application form prior to rental or usage.
- No stakes, posts, poles, or markers of any kind may be driven into the turf surface.
- Portable goals and/or free-standing field markers are allowed, but must be removed immediately after use.
- Only coaches for the current game, athletic trainers, referees, and players are allowed on the field. All spectators shall remain in the spectator areas and off of the track and turf area.
- Lessee is responsible for leaving the field as clean as they found it. Lessee must police the field and remove anything left by your players or spectators, such as trash, athletic tape or equipment. Be very careful to remove all mouth guards left by players (a biological hazard). Have your players police the field in a line at the end of their event. Ask the visiting team to assist.
- Spills of foreign substances should be removed as quickly as possible. Thoroughly rinse with clean water to avoid slippery areas that could result in injury.
- No Use of cleaning equipment, materials, and methods not authorized by Alvarado ISD Operations Department.
- Groups shall inspect the fields/facility prior to and subsequent to each use to determine whether condition are safe and/or appropriate for any intended use.
- Please dispose of all garbage from trash cans into trash dumpster.
- Please encourage your players to try to avoid spitting.

Your assistance with protecting our facilities is greatly appreciated.

REQUIRED CONDUCT

Lessee shall:

- Ensure that they have people in place to monitor the attendees of their events to ensure their safety and the safety of our facilities.
- Provide one event administrator that is actively supervising and easily accessible throughout the event. The event administrator must remain onsite until all participants have vacated the facility. Lessee shall have at least one supervising adult per twenty children.
- Ensure adherence to safe occupancy limits. The number of participants/patrons may not exceed the authorized capacity of the facility.
- 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. All content and information (music, text, dialogue, etc.) presented must be “radio edit” clean, and reflect the district standards of conduct.
- Ensure that music and light levels are maintained at a safe level that does not cause a grievance for our neighbors.
- 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.
- Ensure that attendees and participants park only in designated parking spaces and are confined to the rented space.
- Ensure no dogs or other pets are allowed on school property (advise your spectators)



PEST MANAGEMENT PLAN

Use, possession, or storage of any pesticide or herbicide on any Alvarado 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 and may incur a fine up to \$5,000. Any pest management concerns should be reported to the Operations Department.

STADIUM INCLEMENT WEATHER PLAN

Lessee should plan to seek shelter in the event of inclement weather. The following message should be announced in the event of inclement weather.

Ladies and Gentlemen, due to inclement weather and for your safety, we respectfully ask that you exit the stands and stadium. We will be in a delay for at least 30 minutes unless extended by more weather. At the end of the delay you will hear three horns sound for the all clear. Thank you for your understanding and cooperation.

Lightning Delay

Please announce:

We ask that you please exit to your cars.

Tornado Threat

Please announce:

We ask that you exit to your cars and seek shelter.

Lessee is responsible for the safety of their participants and spectators.

KEYS / ACCESS CARD CHECK OUT

If keys or an access control badge are checked out, the Lessee agrees to follow Alvarado ISD district policy in regards to the use and possession of said keys and to not loan, transfer, give possession of, misuse, modify or alter the key(s). The Lessee will return all keys issued by the next business day upon completion of the rental agreement. If any key(s) are lost or stolen, they must be reported as lost or stolen immediately to the Operations Department. Lessee is responsible for the cost of any lost or stolen keys and any and all rekeying and re-coring costs associated with the lost keys and any damage that results from the loss or theft of the keys. Lessee will also be responsible for any costs associated with the violation of the district key policy.