Community Use of District Facilities Management Guidelines

ORGANIZATION: All use of school facilities by non-district entities will be coordinated through the Celina ISD Administration Office in conjunction with campus administration.

AVAILABILITY: School buildings and other facilities may be made available to groups that wish to conduct activities that promote, stimulate, and foster the interest of students and the community, as well as activities that promote the efficiency of the school district, so long as activities do not conflict with the school program and community expectations for the District. Programs serving District students will be given priority for use. The following guidelines shall pertain to all groups who desire to use schools and/or other facilities following this policy, "policy GKD LEGAL", and regulations.

1. COMPLIANCE WITH LAWS, RULES, REGULATIONS & POLICIES

   No school facilities shall be used by any group or individual who does not comply with the requirements of all Federal or State statutes, regulations, and rules prohibiting discrimination based on 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 Celina ISD policies are in effect 24 hours per day, including the times the facility is rented. Contraband shall include, but not be limited to drugs, drug paraphernalia, weapons, and alcohol possessed by students. District / local police officers, or any other law enforcement officer, shall enforce the law and arrest individuals for the violation of any 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 tobacco use 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. (GKA-Legal, Education Code 38-006)

2. VIOLATION OF LAWS, RULES, REGULATIONS & POLICIES

   Any misrepresentation by any organization and/or individual, any abuse of any District property, any violation of state, local law, or federal and/or any violation of any District policy, rule, or regulation may result in,

   1) The immediate termination of the 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. LONG-TERM LEASES (6+ Months)

Celina ISD is accepting long-term leases with District approval. Long-term lease requests will need acceptance and sign-off by the Superintendent.

4. RESTRICTED USE OF CERTAIN AREAS

Laboratories, classrooms, and administrative front office 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 by any established business partners for approved training or employee recognition events.

5. ACCESS TO FACILITY KEYS

Only authorized employees of Celina Independent School District are permitted to have keys to District facilities.

6. CUSTODIAL AND OTHER SERVICES

Custodial staff shall be present during the duration of all facility use. Base custodial 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.

7. PROPERTY DAMAGE

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

8. INSURANCE

All groups must sign a Rental Agreement and must furnish liability insurance before approval for use. Any organization using school facilities must provide an original Certificate of Insurance, with the district 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, the district must be named as an additional insured on this policy. The insurance requirement may be waived by organizations that exist for the improvement of educational opportunities in the District, subject to the approval of the Superintendent or designee.

9. ATTENDANCE BY THE GENERAL PUBLIC

Any group renting or using a building for an occasion that 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 or the Facilities Manager, be required to employ Law Enforcement officers, at the expense of the lessee, 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 user group.

10. SUBSEQUENT AGREEMENT

After the original agreement, groups or organizations desiring to continue to use the facility shall be required to update the agreement annually. Changes made after the original agreement is signed that 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.

11. DISTRICT STAFF

The District shall furnish the necessary staff to open, clean, and close the property. If the building is being rented or used for hours during which District staff members are not normally on duty, the Facilities Manager shall assign the number of staff necessary to maintain the facility.

12. 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 building principal and/or the Facilities Manager. Certain rentals may require specialized staff members at an additional cost.

13. CELINA ISD STAFF CAMPS

Any district staff member conducting a camp must be an employee under a contract or employment agreement. The camp shall not be sponsored or conducted by a private organization. Financial assistance shall be provided to participants who qualify for the National School Lunch Program

14. RENTAL AND PAYMENT TERMS

Checks shall be made payable to Celina Independent School District and payment of the facility usage charges shall be made before 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 till break-down time).

CLASSIFICATION OF GROUPS:

Celina ISD reserves the right to determine the classification and facility charges of all organizations and/or groups. Celina ISD events have a top priority of facility use. Celina ISD may cancel or move any event that conflicts with a Celina ISD event.

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

A. REDUCED RATE GROUPS:

1. Student, staff, and parent organizations directly related to the District shall have the use of facilities as scheduled by and under the supervision of the principal or designee without charge. Examples: (non-exhaustive)
    A. School student organizations
    B. PTA/PTO/Booster Clubs
    C. Educational professional organizations for district staff and/or students
    D. Approved District clubs and activities
    E. City of Celina
    F. Governmental Elections

    ***Reduced Rate groups shall not sublease or sponsor an activity for which a charge is assessed. (Charges for Custodial, administration, and Law Enforcement shall be applied)**

2. Non-school youth organizations comprised 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.
    A. 4-H Clubs
    B. Boy Scouts
    C. Girl Scouts
    D. Special Olympics

    ***Youth/Adult sports organizations, select teams, etc. do not fall under this classification.**

3. Non-profit (501c3) service organizations holding an IRS tax-exempt status, whose efforts support the goals, curriculum, and student development practices of Celina ISD, as determined by the Superintendent or the Facilities Manager. Access will be assigned to sites on a schedule, based on space available. Examples: (Celina ISD Educational Foundation)

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 Celina ISD youth and community. Examples:

1. Civic and Homeowners Associations
    A. Rotary Clubs
    B. Lions Clubs
    C. Chamber of Commerce
    D. Political Meetings
2. Religious Organizations- Churches Leasing Facility for Church Services
3. Local Youth Sports Groups (ASA, PSA, etc) - must have 80% Celina ISD students.

Youth/Adult sports organizations, select teams, etc. do not fall under this classification.

CLASSIFICATION II – Non-profit, non-district-based educational institutions. Examples: (non-exhaustive)

1. Texas School Districts
2. UIL Events
3. Colleges & Universities
4. ACT/SAT Instruction – if conducted by outside private organizations

CLASSIFICATION III– Other groups, profit or non-profit, that are non-district-based groups and activities. Examples: (non-exhaustive)

1. Non-District Based Youth/Adult Sports & Select Teams
2. Approved professional teams/ organizations
3. Approved club teams/organizations
4. Performance Studios
5. Approved non-district camps by private instructor

FILING REQUEST FOR USE OF FACILITY

All facility requests will need to be filled out through the Celina ISD Facilities website.

PAYING GROUP: CLASSIFICATION I

Non-profit groups and activities serving the Celina ISD youth and community. Student groups must have 80% Celina ISD students.

Examples: homeowners associations, Rotary clubs, Lions clubs, church groups, and local youth sports groups such as ASA/PSA, etc. Youth and adult sports organizations and select teams do not fall under this classification

HIGH SCHOOL/DISTRICT FACILITIES			
AREA	Minimum Hours	Rate/HR	Rate/Event
Auditorium			
Dressing Room			
Choir Room, Band Hall, Percussion Room			
Aux Gym			
Main Gym			
MIDDLE SCHOOL/SIXTH GRADE CENTER			
Open Areas	3	$25	Custom Past 3 Hr.
Tennis Court	3	$25	Custom Past 3 Hr.
Cafeteria	3	$50	Custom Past 3 Hr.
Main Gym	3	$75	Custom Past 3 Hr.
AUX Gym	3	$60	Custom Past 3 Hr.
Library	3	$50 (New)	Custom Past 3 Hr.
Collaborative Spaces	3	$50 (New)	Custom Past 3 Hr.
ELEMENTARY SCHOOL			
Gym	3	$75	Custom Past 3 Hr.
Cafeteria	3	$75	Custom Past 3 Hr.
Collaborative Spaces	3	$50 (New)	Custom Past 3 Hr.
ATHLETIC FIELDS & OUTDOOR FACILITIES Athletic Department Determines Availability | Event Clean-up Not Included in Hourly Rate			
Bobcat Stadium (No Lights)			Custom Quote
Bobcat Stadium (With Lights)			Custom Quote
High School Indoor Facility			Custom Quote
High School Banquet Hall			Custom Quote

PAYING GROUP: CLASSIFICATION II

Non-profit, non-district-based education institutions.

Examples: Texas school districts, UIL events, colleges, universities, ACT/SAT, etc.

HIGH SCHOOL/DISTRICT FACILITIES			
AREA	Minimum Hours	Rate/HR	Rate/Event
Auditorium			
Dressing Room			
Choir Room, Band Hall, Percussion Room			
Aux Gym			
Main Gym			
MIDDLE SCHOOL/SIXTH GRADE CENTER			
Open Areas	4	$40	Custom past 4 Hr.
Tennis Court	4	$35	Custom past 4 Hr.
Cafeteria	4	$50	Custom past 4 Hr.
Main Gym	4	$75	Custom past 4 Hr.
AUX Gym	4	$65	Custom past 4 Hr.
Library	4	$60 (New)	Custom past 4 Hr.
Collaborative Spaces	4	$50 (New)	Custom past 4 Hr.
ELEMENTARY SCHOOL			
Gym	3	$75	Custom past 3 Hr.
Cafeteria	3	$75	Custom past 3 Hr.
ATHLETIC FIELDS & OUTDOOR FACILITIES Athletic Department Determines Availability | Event Clean-up Not Included in Hourly Rate			
Bobcat Stadium (No Lights)			Custom Quote
Bobcat Stadium (With Lights)			Custom Quote
High School Indoor Facility			Custom Quote
High School Banquet Hall			Custom Quote

PAYING GROUP: CLASSIFICATION III

Other groups, profit or non-profit, are non-district-based groups and activities.

Examples: Non-district-based youth and adult sports, select teams, approved professional teams/organizations, performance studios, and approved non-district camps by a private instructor.

HIGH SCHOOL/DISTRICT FACILITIES			
AREA	Minimum Hours	Rate/HR	Rate/Event
Auditorium			
Dressing Room			
Choir Room, Band Hall, Percussion Room			
Aux Gym			
Main Gym			
MIDDLE SCHOOL/SIXTH GRADE CENTER			
Open Areas	4	$75	Custom past 4 Hr.
Tennis Court	4	$75	Custom past 4 Hr.
Cafeteria	4	$50	Custom past 4 Hr.
Main Gym	4	$100	Custom past 4 Hr.
AUX Gym	4	$75	Custom past 4 Hr.
Collaborative Spaces	4	$75 (New)	Custom past 4 Hr.
ELEMENTARY SCHOOL			
Gym	3	$100	Custom Past 3 Hr.
Cafeteria	3	$100	Custom Past 3 Hr.
ATHLETIC FIELDS & OUTDOOR FACILITIES Athletic Department Determines Availability | Event Clean-up Not Included in Hourly Rate			
Bobcat Stadium (No Lights)			Custom Quote
Bobcat Stadium (With Lights)			Custom Quote
High School Indoor Facility			Custom Quote
High School Banquet Hall			Custom Quote

ADDITIONAL SERVICES / CHARGES WHEN REQUIRED

“ALL CLASSIFICATIONS”

Police Officers	$100/hr (4-hour min.)
Supervisory Staff	$40/hr.
Custodians	$40/hr. (4-hour Min.)
Extra Chair Setup	$25 per 100