

# Nederland Independent School District

## Facilities Use Guidelines

1. **SCOPE OF USE** - The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy. Organizations may book facilities on a first come, first serve basis, with priority given to school events. No dates may be assumed on a year to year basis however priority scheduling may be given to re-occurring rental agreements.
2. **CONTROL OF USE** – The Board of Trustees or their designee shall be responsible for the supervision and control of all properties and shall have the right to regulate the manner of the use of such properties, including the installation or placement of any equipment or properties needed by organizations or schools using the facility.
3. **PROCEDURES FOR BOOKING – (Facilities Request for Use Form)**
  - a) Please contact each campus to inquire about availability:

|                           |              |
|---------------------------|--------------|
| Nederland High School     | 409-727-2741 |
| Central Middle School     | 409-727-5765 |
| C.O. Wilson Middle School | 409-727-6224 |
| Helena Park Elementary    | 409-722-0462 |
| Highland Park Elementary  | 409-722-0236 |
| Hillcrest Elementary      | 409-722-3484 |
| Langham Elementary        | 409-722-4324 |

- b) Requests will be made using the NISD online site and should be made to each campus principal for approval. Upon receipt and approval a digital copy of the completed request will be emailed.
- c) A general liability insurance certificate must be received at the NISD Business Office.
- d) The rental fee must be paid in full prior to the event. Nonpayment may result in cancellation of the event.
- e) When a deposit is required, it will be returned after a final inspection of the facility for any damages has been completed.

- f) Fees are determined by the designated contact person's projection of the schedule of use. When clients go over the projected time of use for set up, rehearsal, or the hours of facility usage time, these fees will be deducted from the deposit (if required). If any amount remains, it will then be refunded to the renter.

**4. COST CATEGORIES –**

a) **CATEGORY I – NO CHARGE**

- School Needs – any use by Nederland ISD itself or any extracurricular group within the district (as deemed necessary by the Administration)
- Cooperation during Community Disaster – Use of facility may be granted to any responsible organization or group by the Superintendent, Superintendent Designee, or other district administrator for purposes of temporary shelter, hospitalization, center for distribution of clothing or public meals, when such need arises as a result of calamity such as conflagration, tornado, flood, or hurricane.
- Community Based Public Interest Groups – Use by public interest groups, such as city council, board of city development, etc. for purposes of discussing problems or disseminating information for the general benefit of the citizens of the district, or the conducting of public hearing.

b) **CATEGORY II – PERSONNEL FEES ONLY ([see fee schedule](#))**

- School related groups – Use by school groups and organizations in which the revenue generated will benefit that group or organization
- School support groups – Use by groups or organizations whose sole purpose is for the benefit of a school or school group/organization, such as PTA , Booster, and Backer groups.
- Civic Groups – Use by groups whose membership is open to the public and whose primary efforts are directed toward generally recognized community needs.

c) **CATEGORY III – RENTAL FEE ([see fee schedule](#))**

- Other Use – Use by organizations, individuals and/or businesses using the facility for educational, recreational, and/or charitable purposes to include public performances by private or civic groups which promote the public welfare or interest of the patrons.

**5. LIABILITY INSURANCE –** A general liability certificate of insurance naming the Nederland Independent School District as an additional insured is required from all organizations and/or persons requesting use of a District facility. This certificate must have a \$1,000,000 limit, and must include bodily injury and property damage. Insurance certificates should be mailed or delivered to the Business Office prior to use of the facility. [\(Sample\)](#)

6. **APPROVAL OF USE** – The Superintendent or designee is authorized to approve use of any District facility. No approval shall be required for nonschool related recreational use of the District's unlocked, outdoor recreational facilities such as track, playgrounds, tennis courts, and the like, when the facilities are not in use by the district or for a scheduled nonschool purpose.
7. **HOUSE RULES** -
- The renter must designate ONE person as the contact for the event. All communication such as questions, etc. for the event must be channeled through this liaison.
  - Extra Security/Monitors will be determined by the Principal/Director based on the nature and/or projected attendance of the performance.
  - No food or drinks are allowed inside the NISD auditoriums with the exception of water for the use by members of the performing organizations. If water is available, it must be stored and consumed in a designated area.
  - Smoking, tobacco use, alcohol, or the possession of firearms within the grounds and facilities are prohibited.
  - The use of theatrical smoke, dry ice, fog, and strobe lights or lighting effects must be approved prior to the use of any NISD facility.
  - Candles, open flames, flammable substances, pyrotechnics, balloon released/drops are forbidden.
  - No tape, adhesives or fasteners of any kind may be used on surfaces in audience areas or public areas of the building; this includes the main lobby.
  - Usage and/or running of video, lighting, or sound cables as well as electrical cords in any NISD facility must be approved by the principal/director to ensure compliance with safety measures as well as fire code.
  - Promotion and ticketing are the sole responsibility of the event/presenter. Ticketing is required when projected attendance is over 1000. Costs of the tickets are the responsibility of the lessee.
  - It is the sole responsibility of the client to make any vendor brought on site aware of all building practices and policies.
  - There will be no parking behind the Performing Arts Center or in designated fire lanes for any reason.
  - Use of public school facilities will not be permitted for any purposes which, in the opinion of the school officials, might cause damage or harm to the structure or facility other from ordinary wear and tear. Renter is responsible for any damages to NISD facilities.
8. General questions may be forwarded to the Business Office at 409-724-2391 x 1210.