

SECTION 1 CONTRACT

Any time a district facility is to be used other than for school purposes, a Request for Use of School Facilities online form must be completed for approval prior to the date of use. It may be found online at <http://www.nederland.k12.tx.us/business.htm> This request must state the specific date, time, and purpose of use, and must be approved by the Principal/Director, Asst Superintendent, Business Manager, and Superintendent. Guidelines for use of facilities are found on the web page above.

SECTION 2 RENTAL OF DISTRICT FACILITIES

The building rental fee includes a district employee to supervise the use of district facilities and any equipment used, as well as the cost of renting the facility. If additional personnel are needed, an hourly fee will be charged per person. All fees must be submitted to the Business Office prior to the event. The above also pertains to kitchen and serving facilities, as well as athletic facilities.

SECTION 3 INSURANCE

A general liability certificate of insurance naming the Nederland Independent School District as an additional insured is required from all persons or organizations 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. School-related organizations are exempt from this requirement.

SECTION 4 USE OF DISTRICT GROUNDS

Outside organizations requesting use of district grounds (i.e., playgrounds, backstops, etc.) must follow these guidelines:

See Section 1

- All Sports activities must be conducted away from the buildings in order to prevent damage to the building (any damage should be reported immediately to the school principal)
- No vehicles will be allowed on the grounds except in specified parking areas

SECTION 5 USE BY SCHOOL-RELATED ORGANIZATIONS

School-related organizations (i.e., Westernaires, Band, PTA, Booster Clubs, etc.) must complete a contract for use of a district facility. This request will be designated as Category II on the fee schedule and the organization will be responsible for the district personnel costs.

SECTION 6 CONCESSION STANDS

An Assistant Principal, as designated by the Principal, is the coordinator for all concession activities conducted at the stadium and the campuses. Organizations desiring to operate a concession activity (including Booster Club) at any event must complete a request online. The online request may be found at www.nederland.k12.tx.us under the Business Department.

SECTION 7 SUMMER USE

Requests for summer use of district facilities by any organization will require the approval of the Director of Maintenance - in addition to standard approvals - prior to use.

SECTION 8 EQUIPMENT

Loaning or using district equipment under any condition other than that which normally falls under the rental of district facilities (i.e., microphones, special lighting, scoreboards, etc.) is not permitted except in unusual circumstances, and then only with administration and/or Board approval. No one, including district employees, is to use district equipment for personal benefit.