

Waxahachie ISD

**FACILITIES RENTAL/USE
GUIDELINES**

Jacob A. Perry
Revised April 29, 2019

WAXAHACHIE ISD RENTAL POLICY

The Waxahachie Independent School District allows limited use of District facilities by outside organizations/groups. However, such use of the District facilities shall not be permitted when it interferes with educational programs of any scheduled campus or District activities, including facility maintenance and/or repair projects.

Waxahachie ISD is a tax-supported nonprofit organization established to serve the students and youth residing within the boundaries of the District. The District may, therefore, differentiate among various categories of organizations/groups (such as youth groups, community groups, nonprofit organizations, for-profit organization and civic groups) in establishing the length of time that a facility may be used or the fee(s) charged. All organizations/groups with the same category shall be offered fair and equal access to District facilities. Any misrepresentations by an organization and/or individual, abuse of any District property, and 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 the organization's and/or individual's request for future use of the premises.

All requests must be submitted in writing with contact information, dates and areas(s) requested on the WISD Facility Usage Application Form. All requests will be considered according to these guidelines. The administration reserves the right to deviate when necessary to achieve the overall purpose of the guidelines.

FACILITIES

District facilities include, but are not limited to, campuses, real property, athletic facilities, buildings housing support personnel, and the Fine Arts Center (FAC). Charges for facilities are listed below by user group designation.

** Performing Arts Center (PAC), Competition Athletic Facilities, and facilities at Waxahachie High School are not available for rent by non-school related groups.*

USER GROUP DESIGNATION

Group 1: School-Related Nonprofit Organizations

Booster clubs, PTA, PTO, Student/Teacher Groups, Waxahachie Education Foundations, Communities in Schools, WISD Alumni Groups, and other similar organizations will be permitted the use of facilities without charge on days when school is in session unless the request time is outside of the regular energy use and custodial coverage hours. Group 2 rates will apply for all other times. All other policies and procedures will be enforced. Special Olympics will only pay WISD costs. Facility rental fees will be waived.

District facility usage fees and insurance are waived for Group 1 for education-related activities approved by the District. However, personnel and equipment usage fees may apply for all events that require additional personnel or other resources. Efforts should be made to schedule activities during normal custodial hours. The Director of Facilities and Operations or designee will determine building use and applicable fees.

Group 2: Nonprofit Youth and Community Organizations

Nonprofit **youth groups** may be permitted to rent facilities at the Group 2 rate if they provide proof of 501(c)3 status. Note: These groups may be permitted use of the facilities at no charge unless the request time is outside of the regular energy use and custodial coverage hours. District facility fees at the Group 2 rate will apply at all other times. District insurance requirements will also apply. **Historical agreements with local groups that have used District facilities for events that occur in the summer months will continue with signed memorandum of understanding regarding the scope of the use for the event(s) (Appendix A)*

Organizations (non-exhaustive)

Youth Groups:

YMCA

Boy Scouts (**Appendix B**)

Girl Scouts (**Appendix B**)

Boys and Girls Clubs

And Similar Organizations

Community Groups:

Rotary Club

Lions Club

Religious Groups

Texas School District & UIL Events NOT Hosted by WISD

Adult Community Groups

Churches

Group 3: For-Profit Organizations

For-profit organization and businesses may rent facilities at the established Group 3 rates plus other associated fees.

PRIORITY

The Board of Trustees has approved four categories for using school district facilities:

Category A: *Approved school activities, public elections, and other government activities – No fees or insurance required.*

Category B: *Organized “Local” non-profit community, educational development, religious groups. (examples: Ellis County Children’s Theatre, Boy/Girl Scouts, Boys & Girls Club, YMCA, churches)*

Category C: *Organized “Local” cultural groups (examples: Black History Month organizations, Cinco De Mayo organizations)*

Category D: *Groups with special arrangements with the Board of Trustees or Administration.*

Any use of Waxahachie ISD property must have prior approval if not otherwise addressed in the Facilities Rental Guidelines.

GOVERNMENTAL AGENCIES AND MUNICIPALITIES

Governmental agencies and municipalities will be permitted the use of facilities without charge. All other policies and procedures will be enforced. *(district support staff fees may apply)*

ATHLETIC FIELDS/GYMS

All WISD High School and Jr. High School competition athletic facilities (playing fields and gymnasiums) are intended for the sole use of WISD programs. Non-competition athletic facilities are available to rent to outside entities. WISD restricts the rental of athletic facilities to non-competition facilities only.

Lumpkins track, Coleman Jr. High tennis courts and open spaces at elementary schools are available for community use while school is not in session or otherwise used for school related purposes. **(Appendix C)**

All facilities are subject to closure to the public for maintenance. Outdoor facilities, including playgrounds, may be closed in the event of repeated vandalism.

PERFORMING GROUPS

The District reserves the right to negotiate the frequency of use and the usage fees based upon anticipated box office proceeds. Building usage fees may be waived for events that provide cultural enrichment opportunities for the community and for which an admission fee is not charged; however, personnel and equipment fees as illustrated on Facility Rental Fee Schedule sheet and insurance requirements noted below will apply at all times. * *When there is a coordinated effort between a for-profit or community group and WISD for an event and a profit is made all proceeds to WISD will be applied to that campus’ general activity fund.*

PARKING LOTS

Parking lot access is reserved for organizations renting Waxahachie ISD facilities.

LONG-TERM USE

The repeated rental of school facilities shall be limited to a maximum of twelve (12) months from the date of initial rental contract.

FOR-PROFIT GROUPS

The District shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with school use or with this policy (*GKD Local*).

When there is a coordinated effort between a for-profit or community group and WISD for an event and a profit is made all proceeds to WISD will be applied to that campus' general activity fund.

SECURITY

The District may require the use of security personnel, through the Waxahachie ISD Safety and Security Department. **Custodians will not be considered as security personnel.**

SCHEDULING

Facility Usage Application Forms must be submitted at least ten (10) calendar days prior to the scheduled event to ensure availability, full heating or cooling, custodial services, and specific requirements.

CANCELLATION

Cancellation must be received in writing not less than 24 hours prior to the event. Failure to provide timely notice of cancellation will result in a 20% penalty. **Cancellation of insurance also cancels the rental contract until proof of insurance can be provided to the District.**

FEES

Scheduled fees are as follows:

1. A completed copy of the Facility Usage Application form, proof of acceptable liability insurance with WISD named as an additional insured and policy holder, and nonprofit certificates for verification of rate category must be on file prior to scheduling the rental of any facility.
2. Fees for damages will be assessed and may result in loss of further use of the District's facilities.
3. The renter will be assessed a rental fee from the time the facility is opened until it is closed or vacated. The presence of WISD employee will be required at all times.

4. Opening/Closing of facility will be arranged by WISD. This includes Monday through Friday and weekends.
5. School-related groups requiring a building director or custodian(s) on the weekends will be assessed a fee according to the Facility Rental Fee Schedule.
6. The use of kitchens will require the use of a Child Nutrition Department staff member assessed at the rates indicated on the Facility Rental Fee Schedule.

INSURANCE

Prior to approval and use of the facility, users in GROUP 2 and GROUP 3 will furnish proof of liability coverage for the event(s). This coverage should consist of an original Certificate of Insurance with Waxahachie ISD named as an Additional Insured and Certificate Holder with a minimum of \$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 user'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. The user 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, user shall be responsible for payment of the deductible amount for any client(s).

All policies shall contain an endorsement stating that the insurance company shall not terminate the policy or change any coverage therein prior to the policy expiration date without notifying the District, by registered mail, at least 30 days prior to such termination.

GENERAL RULES

All users of school district facilities shall:

- Groups or individuals wanting to rent WISD facilities must obtain and complete the Facilities Usage Guidelines from the WISD website, www.wisd.org or from the Support Services Building located at 631 Solon Road.
- Ensure that permission to use the facility or any portion thereof shall not be transferred to a third party.
- Ensure that all District facilities are left neat and in orderly condition ready for the next school day.
- Provide the following documentation before a rental agreement is prepared:
 - The completed Permit to Use Public School Facilities form is signed.
 - A current insurance certificate.
 - A copy of the 501(c)3 status if requesting nonprofit status.
- It is the sole responsibility of the renter to provide these documents. No reminders will be issued.
- Provide full payment 10 days prior to the event. Provide any changes to the signed contract no later to one week in advance. Rental amounts will not be decreased after the fact if the facility is not used for the contracted time.
- Be assessed the rental fee from the time the facility is opened until it is closed or vacated.

- Allow the Director of Facilities and Operations to determine the availability for the requested facility. The office will then notify the representative to arrange for the completion of the contract.
- Ensure that prior approval is received before signs, banners and/or decorations are erected and that immediately after the event the group take down all decorations. Decorations may not deface school property. The use of open flames, such as candles, is strictly prohibited.
- Ensure that all children be supervised at all times and remain in the assigned area. There should be one (1) adult per twenty (20) or fewer children at the event.
- All school facilities will not be rented on school holidays or the weekend immediately preceding or following those designated holidays. Long-term rentals and public and private athletic competitions may be exempt from this guideline.
- Ensure that no fixtures, equipment or furniture shall be removed from any building or rearranged between rooms except with prior approval from the Director of Facilities and Operations.
- Permission from the Director of Facilities and Operations must be obtained prior to the event if food and drink are to be consumed. Food and drink are allowed only in designated areas and must be removed after the event.
- Prohibit the possession and use of tobacco products in District buildings and/or on school property.
- Ensure that alcoholic beverages or drugs in any form are not brought into the buildings or on school grounds in accordance with the Texas State Laws and Drug Free Schools policy.

Rental Notes:

- A Facility Inspection Form needs to be completed before a Rental Permit is issued. The custodian or other identified staff will evaluate the condition of each rented facility on a daily basis. Any damage to or unacceptable condition of the facility will be reported to Support Services personnel. After the rental period, a follow-up inspection will be completed on the rented facility.
- Certain area, such as laboratories, shops and offices, shall not be available for public use.
- Certain equipment, such as audio-visual equipment and instructional materials, shall not be available for non-school use.
- All applicable fire and safety regulations of the Board of Trustees, the City of Waxahachie, and the State of Texas must be followed at all times. Open flames, fireworks, live animals, etc. are not allowed on WISD property.
- Only authorized employees of the District shall be permitted to have keys to District facilities.

WAXAHACHIE ISD FACILITY RENTAL FEE CHART

All facilities shall be rented on a THREE-HOUR MINIMUM basis unless otherwise noted.



| | | | |
|-----------|------|------|------|
| Cafeteria | \$0 | \$50 | \$65 |
| Kitchen | \$25 | \$75 | \$90 |
| Gym | \$0 | \$25 | \$50 |
| Library | \$0 | \$35 | \$50 |
| Classroom | \$0 | \$25 | \$35 |



| | | | |
|--------------------------------------|------|------|-------|
| Cafeteria | \$0 | \$75 | \$100 |
| Kitchen | \$25 | \$90 | \$100 |
| Auxiliary Gym (<i>Howard Only</i>) | \$0 | \$25 | \$50 |
| Library | \$0 | \$45 | \$50 |
| Classroom | \$0 | \$25 | \$35 |



| | | | |
|-----------|------|-----|-----|
| Cafeteria | \$0 | N/A | N/A |
| Kitchen | \$25 | N/A | N/A |
| Library | \$0 | N/A | N/A |
| Classroom | \$0 | N/A | N/A |



| | | | |
|-----------------------------|-----|-------|-------|
| Fine Arts Center (FAC) | \$0 | \$560 | \$560 |
| Little Theatre or Black Box | \$0 | \$100 | \$100 |
| Solis Gymnasium | \$0 | \$25 | \$50 |



| | |
|-------------------------|------------------|
| Custodial/Maintenance | \$25/hour (each) |
| WISD Security | \$30/hour (each) |
| Cafeteria Staff | \$25/hour (each) |
| Technical Support (FAC) | \$35/hour (each) |

Note: *The fee schedule reflects the rental of the facility and includes the cost of electricity and HVAC. Cost not included in the fee schedule, but may be required, are for custodial, supervisions, tech support, security and other miscellaneous expenses incurred by the District as specified in rental agreement. Total cost of a facility rental will be calculated on the Facility Request Form.*

WAXAHACHIE ISD ATHLETIC FACILITY RENTAL CHART

Waxahachie ISD athletic facilities may be used for UIL Athletic playoffs on a fee basis. The fee stated is for the facility only. Additional charges will include the cost for security, gatekeepers, scorekeepers, tech support and custodial services.

The district Athletic Director shall be the contact for scheduling purposes.

| FACILITY | Cost | Cost w/Lights |
|--------------------------------------|---------|---------------|
| [REDACTED] 1A, 2A, Private | \$1,250 | \$1,750 |
| [REDACTED] 3A, 4A, 5A, 6A | \$1,250 | \$1,750 |
| [REDACTED] 1A, 2A, Private | \$250 | \$400 |
| [REDACTED] 1A, 2A | \$600 | |
| [REDACTED] 3A, 4A, 5A, 6A | \$750 | |
| [REDACTED] 1A, 2A, 3A, 4A, 5A, 6A | \$500 | \$700 |
| [REDACTED] 1A, 2A, 3A, 4A, 5A, 6A | \$500 | \$700 |
| [REDACTED] 1A, 2A, 3A, 4A, 5A, 6A | \$500 | \$700 |
| [REDACTED] 1A, 2A, 3A, 4A, 5A, 6A | \$500 | \$700 |
| [REDACTED] 1A, 2A, 3A, 4A, 5A, 6A | \$500 | \$700 |

CONTRACT: Specific to each school district and activity.

FEE: Specific to each school district and activity.

Proof of liability insurance must be provided to Waxahachie ISD by the school or the organization using the facility, field, or stadium. The certificate of insurance must list Waxahachie ISD as the certificate holder and must include beginning and ending dates of coverage.

**Waxahachie ISD
Fine Arts Center
Rules and Regulations
School and Non-School Related Events**

1. Absolutely NO food or drinks shall be allowed in the auditorium, classroom areas or stage at any time.
2. Students shall not be allowed on the stage, in the auditorium, or in control areas unless under the direct supervision of administrators or instructional staff.
3. Sound/lighting technician fees shall be assessed for all auditorium rental agreements whenever the use of the sound/lighting equipment is required. This fee shall be determined annually and approved by the WISD Board of Trustees.
4. Administrative staff, or professional staff assigned to supervise the event, will be present at all school-related activities.
5. Adequate security shall be provided for each activity scheduled after regular school hours. The final determination for the level of security needed will be made jointly by the Director of Support Services and the Principal of the high school or designee.
6. No banners, signs, or posters may be hung on inside or outside walls without prior approval of the Director of Operations and the Fine Arts Director.
7. Lessee is responsible for repair or replacement of any damages or disfigurement to the facility.
8. No electrical or communication devices may be connected to the Fine Art Center's sound or lighting system.
9. Activities, both school and non-school related, requesting to be placed on the Fine Art Center's calendar must be received at least thirty (30) days prior to the date of the event.
10. Nothing may be hung, attached to, or suspended from, the stage rigging without prior written consent of the Director of Operations and the Fine Arts Director.
11. In regard to non-school related activities, lessee is responsible for furnishing all tickets, and for advance and performance date sale of tickets. Lessee shall not, under any circumstances, print or sell more tickets for any one performance than there are seats available.
12. The Superintendent, or designee, shall have final discretion over disputes regarding rates, rules, scheduling, and regulations.

**Waxahachie ISD
School Usage Application Form**

Requesting Party: _____ Contact Person: _____

Phone: _____ Address: _____

Description of Activity: _____

Campus Site: _____ Facility Requested: _____

Monday [] Tuesday [] Wednesday [] Thursday [] Friday [] Saturday [] Sunday []

Date(s): _____ Times: from _____ am/pm to _____ am/pm # hours _____

Date(s): _____ Times: from _____ am/pm to _____ am/pm # hour _____

[] Approved

[] Denied

Director of Athletics (Athletic Facilities)

Date

If denied, reason for denial: _____

[] Approved

[] Denied

Campus Administrator/ Principal

Date

If denied, reason for denial: _____

[] Approved

[] Denied

Director of Operations

Date

If denied, reason for denial: _____

PAYMENT PROCEDURE: Payment is to be made in full at least ten (10) days prior to rental.

FEE CHARGES: Any usage of kitchen facilities requires a Child Nutrition Manager in attendance. This manager will be present to open and close the kitchen and oversee any usage of equipment. Preparation and clean-up is the responsibility of the Renter. Maintenance/custodial staff person must be paid to lock and unlock facility rented and oversee usage of the facility. **All facilities shall be rented on a three-hour minimum basis or as otherwise noted.**

Facility Usage Fee: _____ Hours: _____ @ _____ per hour = \$ _____

Custodial/Maintenance Staff: _____ Hours: _____ @ _____ per hour = \$ _____

Cafeteria Staff: _____ Hours: _____ @ _____ per hour = \$ _____

Lighting/Sound (FAC): _____ Hours: _____ @ _____ per hour = \$ _____

TOTAL FEES: \$ _____

If school usage application is accepted, the following is to be completed by the Custodial/Maintenance Supervisor and Kitchen Supervisor if applicable, and returned to the Director of Support Services following the rental.

Name of Supervisor/Staff person: _____ Total Hours worked: _____

Was the facility left in good condition? Yes [] No []

Comments:

**Waxahachie ISD
Community Use of School Facilities
Rental Agreement**

The Waxahachie Independent School District agrees to allow _____ use of _____ on _____, _____ between the hours of _____ am/pm and _____ am/pm subject to the following conditions:

1. That the Renter pays \$ _____. Payment shall be made at the WISD Business Office at least ten (10) days in advance of the use of the facility. All checks should be made payable to WISD.
2. That the Renter shall also pay charges of \$ _____ for school personnel needed in connection with the use of the facility. (Custodial and/or cafeteria personnel)
3. That the Renter shall pay any charges provided in Board policy and/or administrative regulations on facility use for school personnel needed in connection with its use of the facility.
4. That the Renter shall use the facility only for the purposes consistent with law and as follows:

5. That the Renter shall be responsible for restoring the facility to the same clean condition the facility was in at the time Renter took possession.
6. That the district may revoke its permission to use the facility at any time it is determined that a group's use creates instructions conflicts, damages school property or violates Board policy and/or administrative regulations.
7. That the Renter accepts full responsibility for protecting school property and equipment and assumes any and all liability for repairs/replacement or for any damage done to the building(s), equipment or other school property used by the Renter. The Renter also assumes full responsibility for the conduct of any and all persons using the facility during the rental.
8. That the Renter agrees to assume all liability and hold harmless and indemnify the District, its Trustees, employees and agents from any and all liability arising out of the Renter's use of facility.
9. The Renter shall furnish evidence of liability insurance coverage for the event and shall name the District as an additional insured on the policy as specified by the District.

Executed on this _____ day of _____, _____

Name (organization/renter)

Name (WISD)

Position

Position

Organization/Renter

Waxahachie ISD

**Waxahachie ISD
Facilities Indemnification and
Hold Harmless Agreement**

I, _____, am the duly authorized representative of _____, and am empowered to enter into this agreement on behalf of the aforementioned organization or company. I understand that the Waxahachie Independent School District has insurance which protects the Waxahachie Independent School District, its employees, agents, and properties, for school district sponsored and supervised events only. My company or organization understands and agrees that it shall provide proof of full liability insurance coverage to the Waxahachie Independent School District upon request, and that it shall assume full responsibility for any property damage suffered by the Waxahachie Independent School District as a result of the event or function involved. Furthermore, my company or organization understands and agrees that it shall be fully responsible for any personal injury that may occur to any persons who are employees, agents, or guests of our organization during the usage. Furthermore, my company or organization agrees to hold harmless and to indemnify for any damages of the Waxahachie Independent School District as a result of any claim for compensation as a result of any injuries of persons or damage to any property which may occur while my company or organization has the right to the use of any facilities own or operated by the Waxahachie Independent School District.

Signed _____ Date _____

Witnessed _____ Date _____

Appendix A

Waxahachie Independent School District

Facilities Rental/Usage Procedures

Specific Arrangements with Local Community Groups

1. Purpose

The following supplement to the administrative guidelines is to provide specific guidance to specialized groups desiring to use school facilities. Applicants are encouraged to review the entire ***Facilities Rental/Use Guidelines***.

2. Availability

Specific arrangements have been made with certain local community groups for the usage of the WISD Fine Arts Center (FAC). This usage is provided for the support and benefit of WISD student organizations and activities (i.e., One Act Play, UIL Theatre).

- FAC facilities will be available and provided at no cost to Ellis County Children's Theatre (ECCT) for summer months of June for facilitation of their summer camp(s) that benefits students of Waxahachie ISD.
 - Custodial costs will be covered by the ECCT.
- FAC facilities will be available and provided at no cost to the Waxahachie Community Theatre for their summer performance each summer in the month of July.
 - Custodial costs for the facility will be covered by the Waxahachie Community Theatre group.

3. Limitations

Use of the FAC to the Ellis County Children's Theatre and Waxahachie Community Theatre is an arrangement between the local community groups and WISD. Use of the FAC shall not be permitted when it interferes with educational programs of any scheduled campus or District activities, including facility maintenance and/or repair projects.

- Any disruption/destruction of ISD activities or property while using WISD facilities may result in the closing of the FAC to the ECCT and Waxahachie Community Theatre.
- WISD reserves the right to terminate the specific arrangements for the usage of the FAC to the Ellis County Children's Theatre and/or Waxahachie Community Theatre at any time with consideration of a timely notice to the organizations.
- Specific limitations/considerations to the complimentary use of the FAC by the Ellis County Children's Theatre and the Waxahachie Community Theatre are included in an agreed upon Memorandum of Understanding (MOU) with the District.

Appendix B

Waxahachie Independent School District

Facilities Rental/Usage Procedures

FACILITIES USE BY SCOUTING GROUPS

1. Purpose

The following supplement to the administrative guidelines is to provide specific guidance to specialized groups desiring to use school facilities. Applicants are encouraged to review the entire ***Facilities Rental/Use Guidelines***.

2. Availability of Facilities

Elementary school cafeterias are available to scouting groups at no cost under the following conditions:

- Monday – Friday during the school year after 4:00 pm until 5:00 pm (HVAC ***IS*** provided).
- Monday – Friday during the school year after 5:00 pm (HVAC ***IS NOT*** provided).

Charges apply to scouting groups using elementary school cafeterias under the following conditions:

- Monday – Friday during the school year after 5:00 pm (\$50/hour).
- Weekends, school holidays, and summer breaks (Charges enumerated in *Group 2* of the *Waxahachie ISD Facility Rental Fee Chart*).

3. Membership Rallies

One membership rally may be conducted at each elementary school cafeteria per year.

4. Limitations

Use of the school facilities is limited to one school year per application. All permits expire on the last day of school. Applications must be submitted to the Support Services office no later than two weeks prior to the first date of use. Separate applications should be submitted for each type of activity (i.e., all regular meetings on one application, blue/gold banquet on another, pinewood derby on another, etc.)

Appendix C

Waxahachie Independent School District

Facilities Rental/Usage Procedures

School “Open Areas” Use by Community Athletic Groups

1. Purpose

The following supplement to the administrative guidelines is to provide specific guidance to specialized groups desiring to use school facilities. Applicants are encouraged to review the entire ***Facilities Rental/Use Guidelines***.

2. Availability

School “Open Areas” are available:

- Monday – Friday during the school year after 5:00 pm until dusk.
- Weekends, holidays, and summer/spring break during daylight hours until dusk.

School “Open Areas” are NOT available:

- While school or summer school is in session.
- During district in-service days, teacher work days, or staff development days.
- When practice may conflict with campus activities (i.e., carnivals, open house, or choir performances).

3. Limitations

Use of school “open areas” is a first come, first serve basis. There is not a formal reservation for these areas. Any disruption/destruction of ISD activities or property while using “open areas” may result in the closing of the areas to public/community use.

4. Parking

Parking is permitted only in designated parking areas. Under no circumstances will privately owned vehicles be permitted to drive or park on “open areas” fields, grass or sidewalks.

5. Equipment

No equipment shall be connected or attached to the District’s facilities without written approval from the Support Services office.